Govermet

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Contra Costa CurricUNET User Manual

Building the Worldwide Curriculum Network

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Log In

Testing Website: contracosta.sandbox.curricunet.com

Email: yourname@contracosta.edu

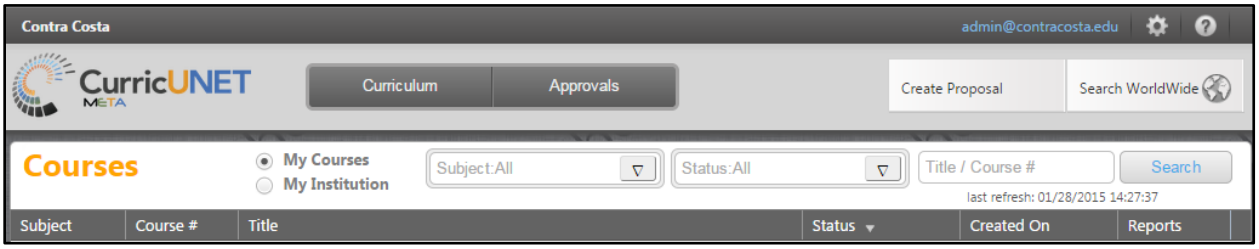
Password: your password (will be test until you change it)

Enter your email and password credentials as shown below, then click the green “Login” button.

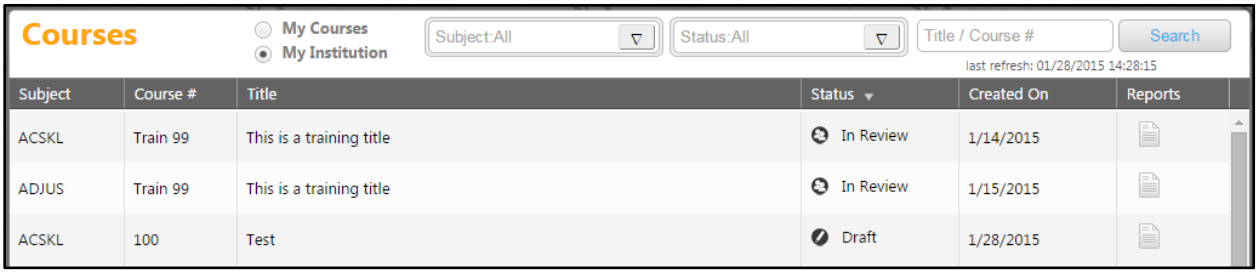
Viewing Courses & Programs

Courses

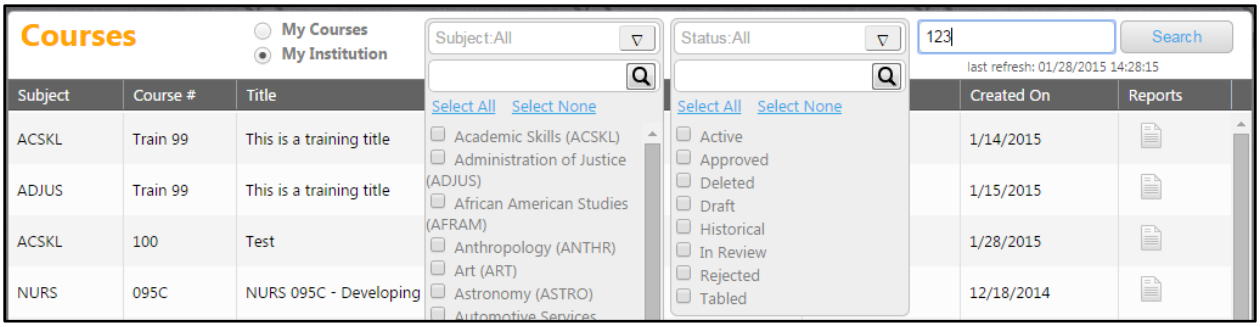
After logging in, you will arrive at the “Courses” page. The default is “My Courses”, courses you have ownership over.



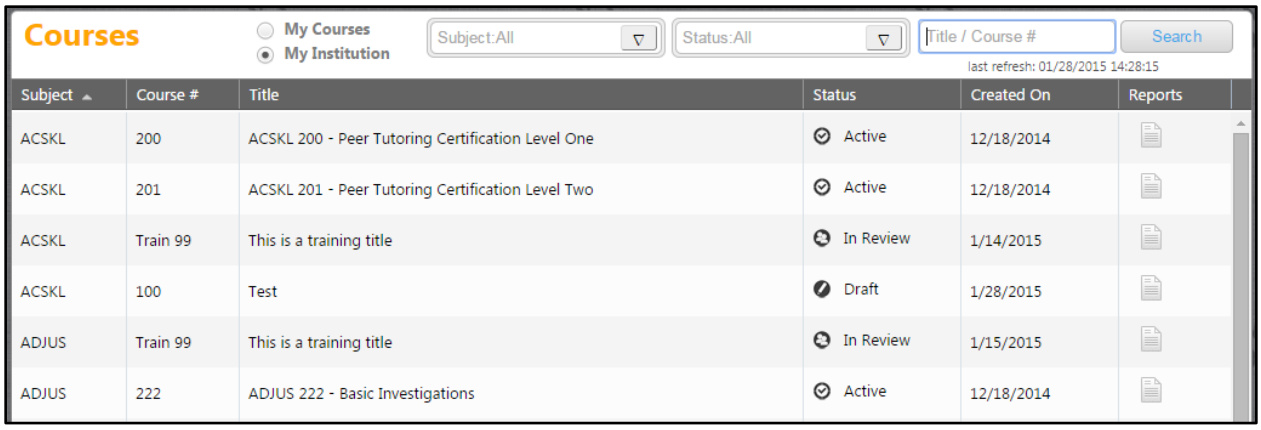
To view all courses at Contra Costa, select “My Institution” and ‘Search”.



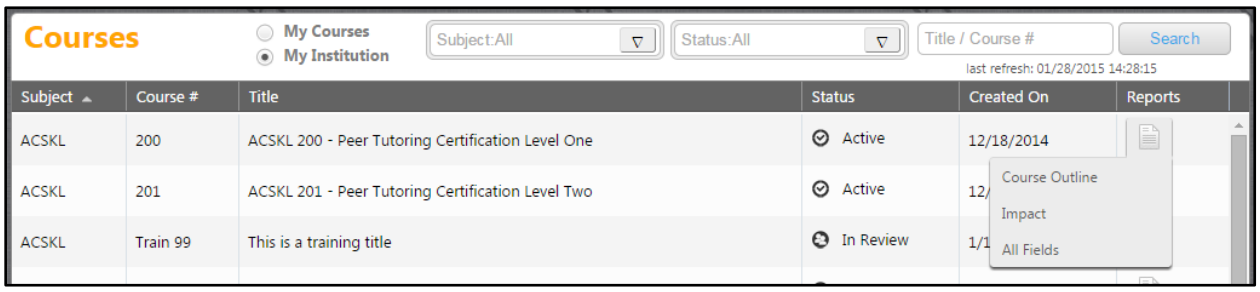
To search within courses, either on the “My Courses” or “My Institution” pages, use the dropdown menus to select the course Subject(s) and Status(es). You may also enter the course number or title keywords in the search bar. After you make your selections, click “Search”. You will need to manually close the dropdown menus once your search is complete.



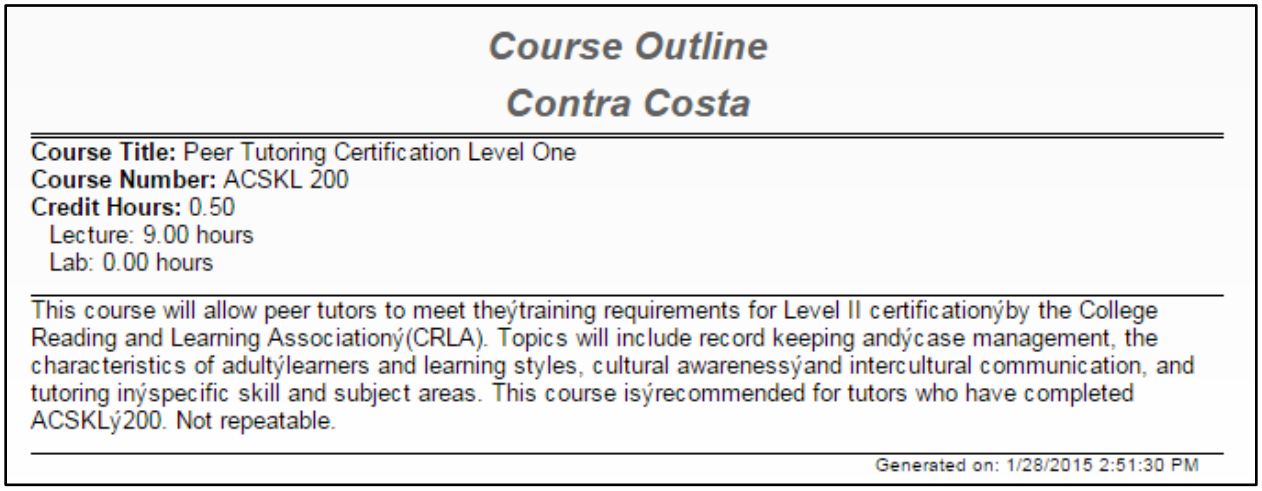
You can also sort courses by clicking on the column headings. For each course, you can view reports, by clicking on the page icon in the “Reports” column.


Courses
My Courses
My Institution
Subject:All
Status:All
Title / Course #
Search
last refresh: 01/28/2015 14:28:15
Subject
Course #
Title
Status
Created On
Reports
ACSKL 200 ACSKL 200 - Peer Tutoring Certification Level One Active 12/18/2014
ACSKL 201 ACSKL 201 - Peer Tutoring Certification Level Two Active 12/18/2014
ACSKL Train 99 This is a training title In Review 1/14/2015
ACSKL 100 Test Draft 1/28/2015
ADJUS Train 99 This is a training title In Review 1/15/2015
ADJUS 222 ADJUS 222 - Basic Investigations Active 12/18/2014

A dropdown menu will open, allowing you to select from “Course Outline”, “Impact”, and “All Fields” reports. Each report will open in a new tab within your internet browser.



The “Course Outline” report produces a course outline.



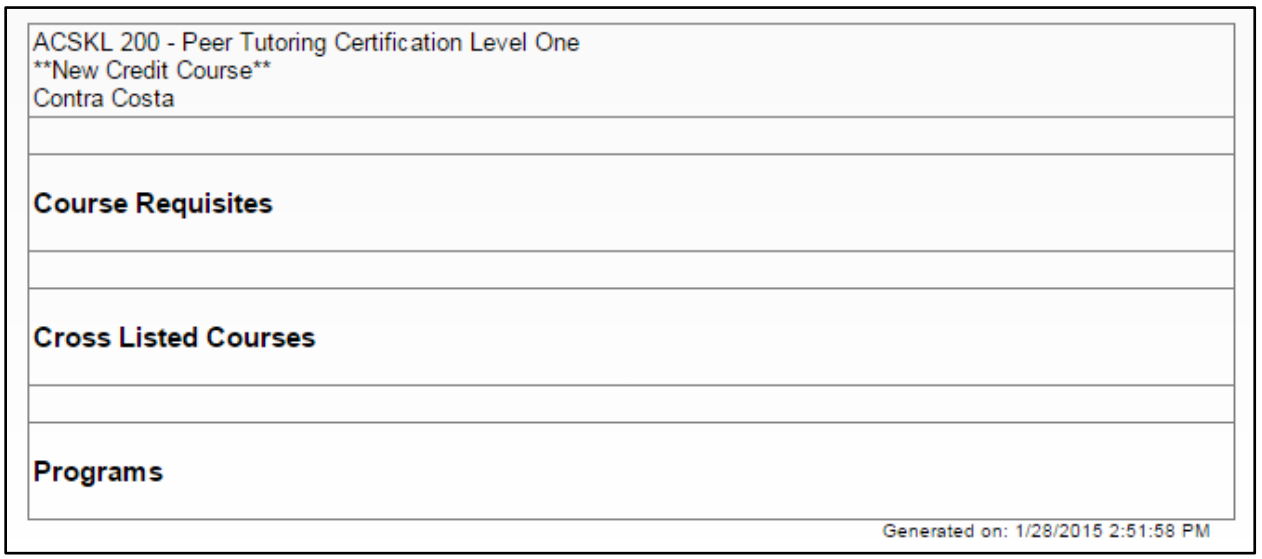
Course Outline
Contra Costa

Course Title: Peer Tutoring Certification Level One
Course Number: ACSKL 200
Credit Hours: 0.50
Lecture: 9.00 hours
Lab: 0.00 hours

This course will allow peer tutors to meet theýtraining requirements for Level II certificationýby the College Reading and Learning Associationý(CRLA). Topics will include record keeping andýcase management, the characteristics of adultýlearners and learning styles, cultural awarenessýand intercultural communication, and tutoring inýspecific skill and subject areas. This course isýrecommended for tutors who have completed ACSKLý200. Not repeatable.

Generated on: 1/28/2015 2:51:30 PM

The “Impact” report shows interactions between this course and programs or other courses across the institution.



ACSKL 200 - Peer Tutoring Certification Level One
New Credit Course
Contra Costa

Course Requisites

Cross Listed Courses

Programs

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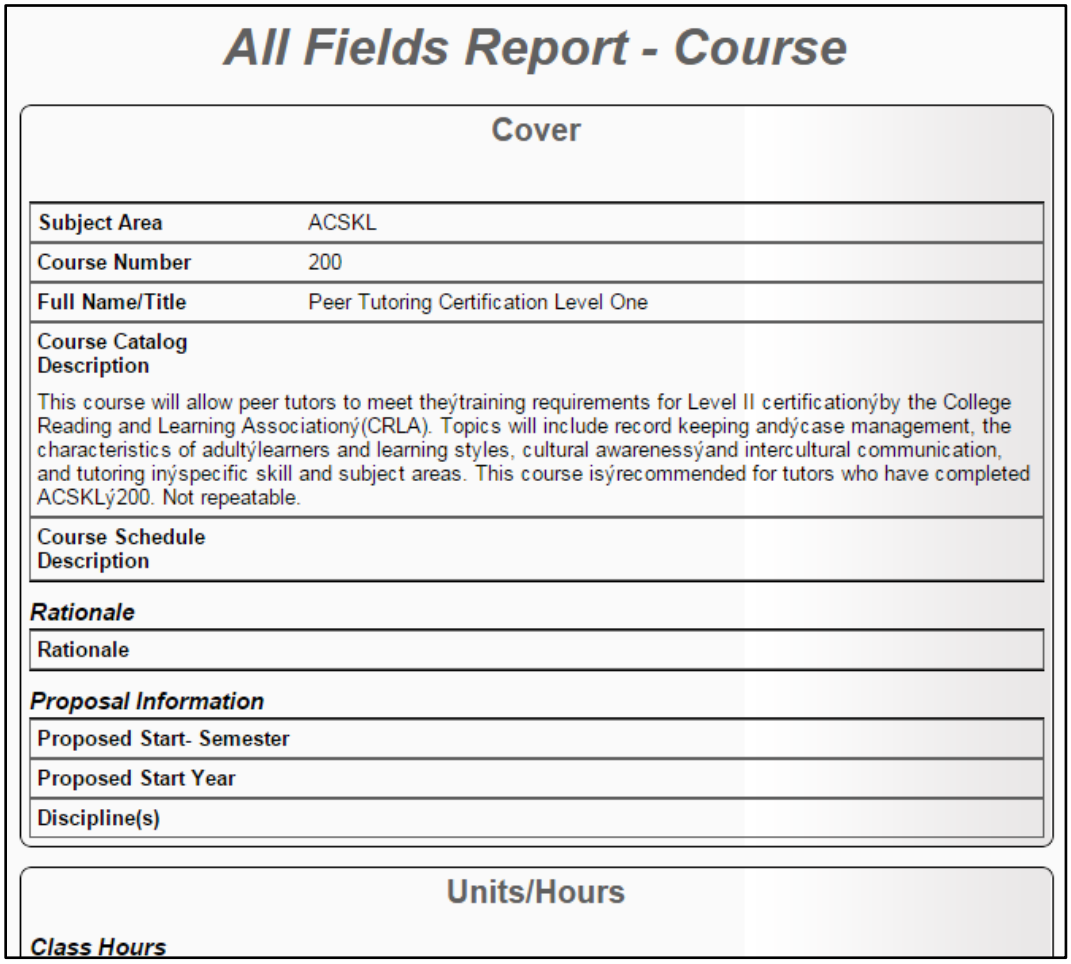
The “All Fields” report produces a report detailing each field within the course proposal.



All Fields Report - Course

Cover

Subject Area	ACSKL
Course Number	200
Full Name/Title	Peer Tutoring Certification Level One
Course Catalog Description	This course will allow peer tutors to meet theýtraining requirements for Level II certificationýby the College Reading and Learning Associationý(CRLA). Topics will include record keeping andýcase management, the characteristics of adultýlearners and learning styles, cultural awarenessýand intercultural communication, and tutoring inýspecific skill and subject areas. This course isýrecommended for tutors who have completed ACSKLý200. Not repeatable.
Course Schedule Description	

Rationale

Rationale

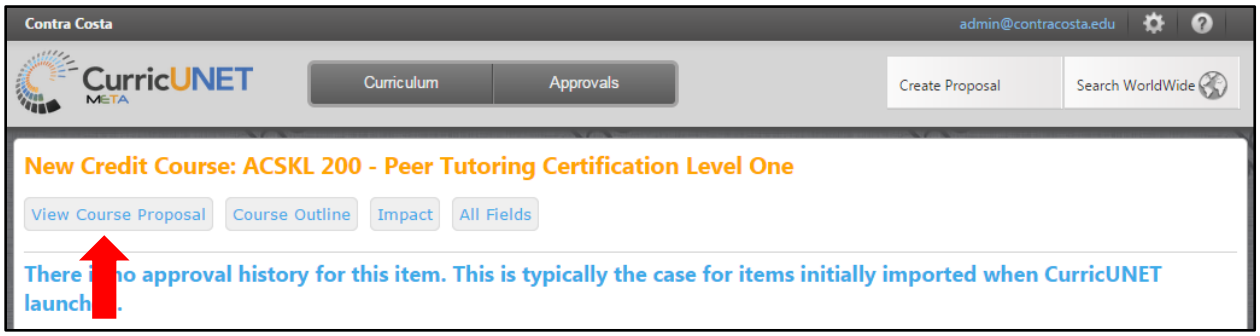
Proposal Information

Proposed Start- Semester
Proposed Start Year
Discipline(s)

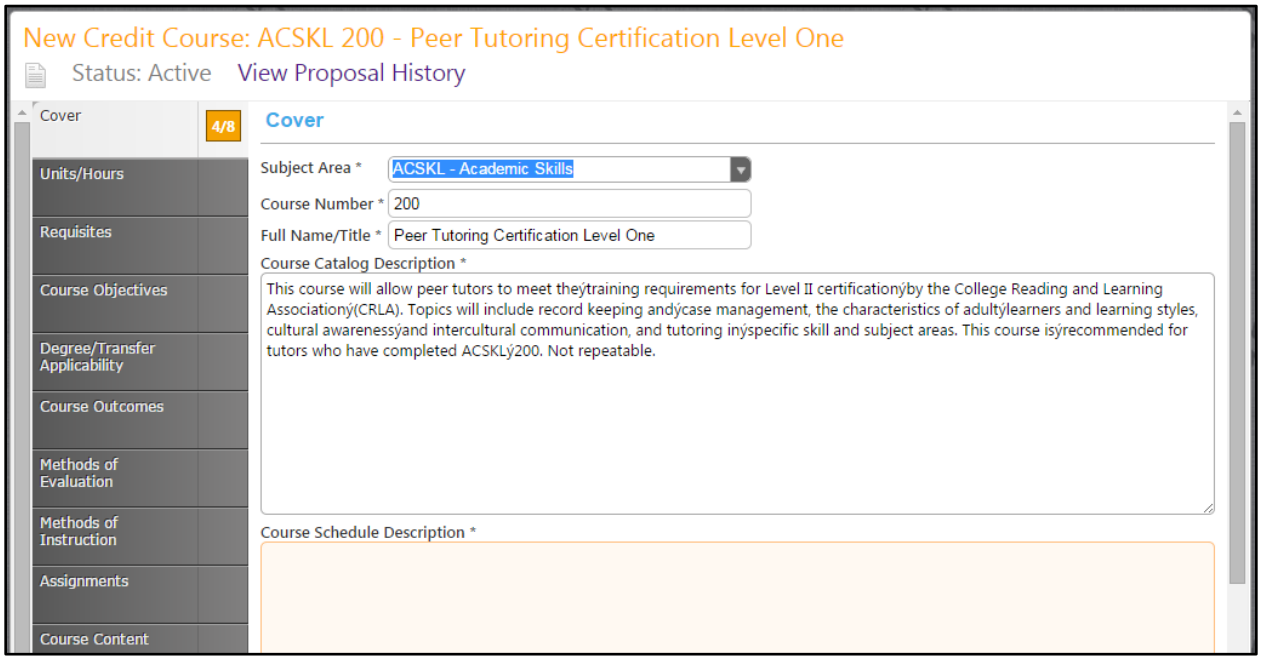
Units/Hours

Class Hours

To view a course, click on the course itself. This will bring you to a page where you can view the approval history of the course. You can access reports from this page as well, or “View Course Proposal”.

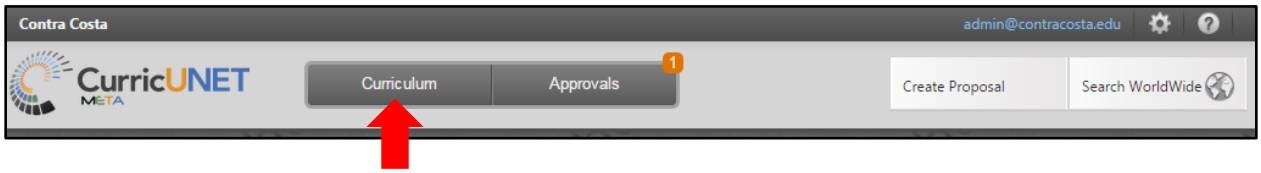


On the Course Proposal page, you can move between sections of the proposal by using the dark gray tabs on the left of the page. If you have the authority to make changes to an active proposal, you can do so here. For more information about the function of these tabs, see the “New Course Proposal” section of this guide.

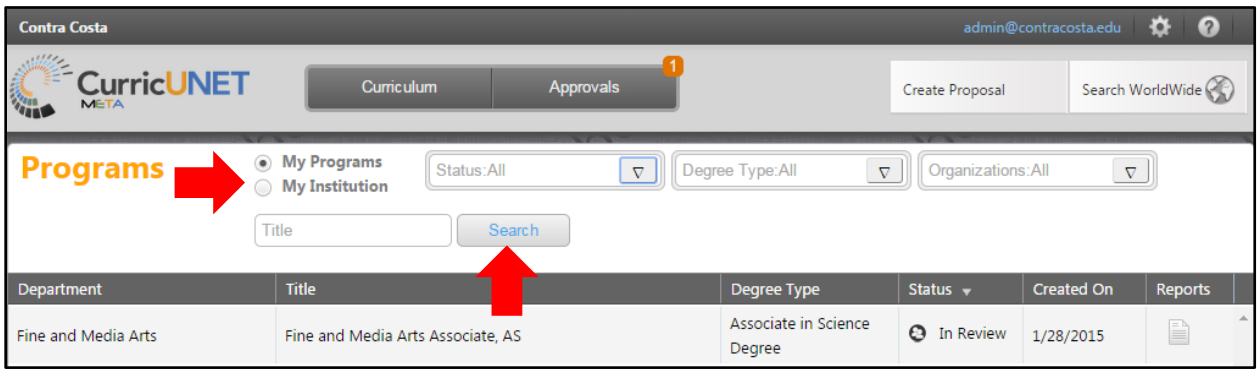

New Credit Course: ACSKL 200 - Peer Tutoring Certification Level One
Status: Active
View Proposal History
Cover
4/8
Units/Hours
Requisites
Course Objectives
Degree/Transfer Applicability
Course Outcomes
Methods of Evaluation
Methods of Instruction
Assignments
Course Content
Cover
Subject Area *
ACSKL - Academic Skills
Course Number *
200
Full Name/Title *
Peer Tutoring Certification Level One
Course Catalog Description *
This course will allow peer tutors to meet theýtraining requirements for Level II certificationýby the College Reading and Learning Associationý(CRLA). Topics will include record keeping andýcase management, the characteristics of adultýlearners and learning styles, cultural awarenessýand intercultural communication, and tutoring inýspecific skill and subject areas. This course isýrecommended for tutors who have completed ACSKLý200. Not repeatable.
Course Schedule Description *

Programs

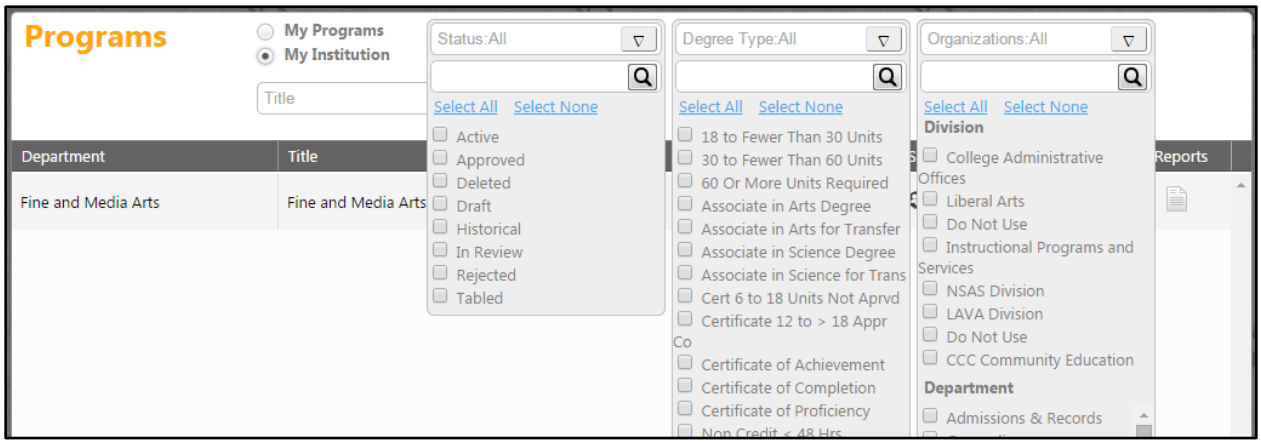
To view programs, select the “Curriculum” button at the top of the page, then select “Program” from the dropdown menu.



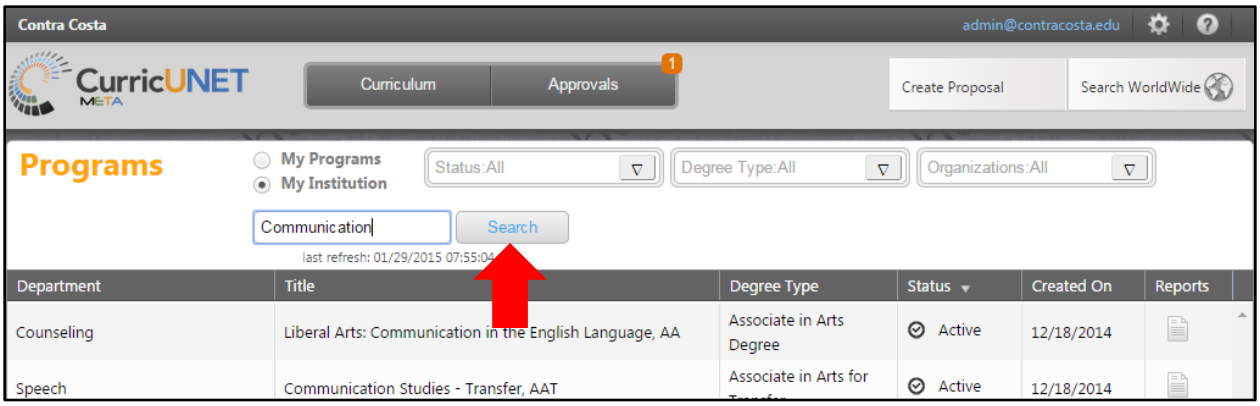
You will arrive at the “My Programs” page, where you can view any programs you have ownership of. To view all programs, select “My Institution” and “Search”.



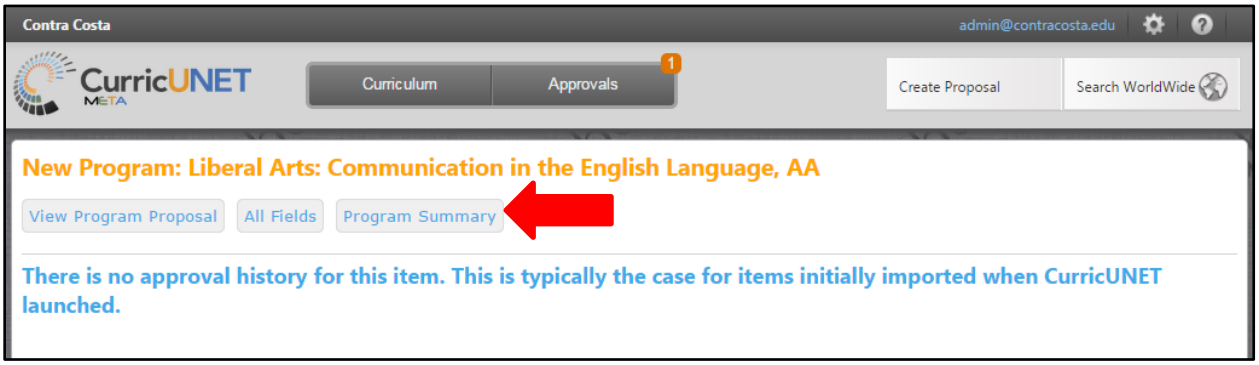
To search within programs, use the drop down menus to select the category(s) you would like to view.
To search within programs, use the drop down menus to select the category(s) you would like to view.
You will have to scroll down to view all departments.



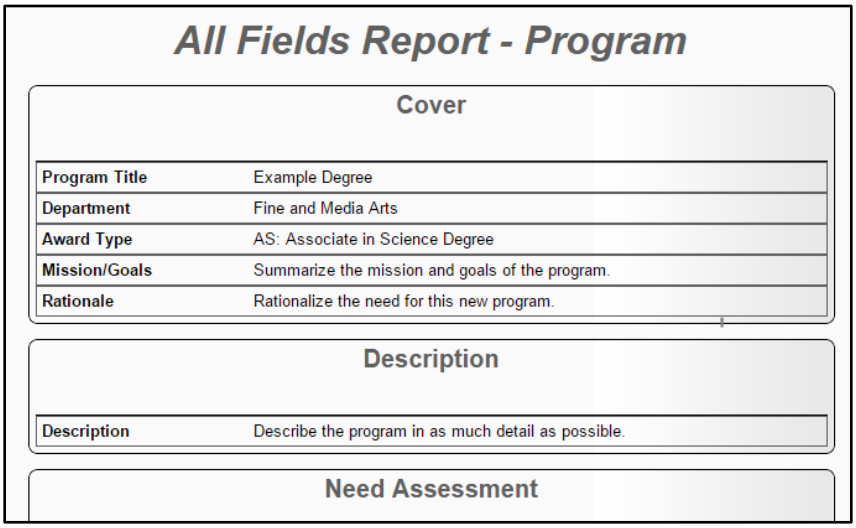
Manually close the dropdown menus by clicking the down arrow, enter any additional title keywords into the “Title” field, and click “Search”. To view a program, click on the program title.



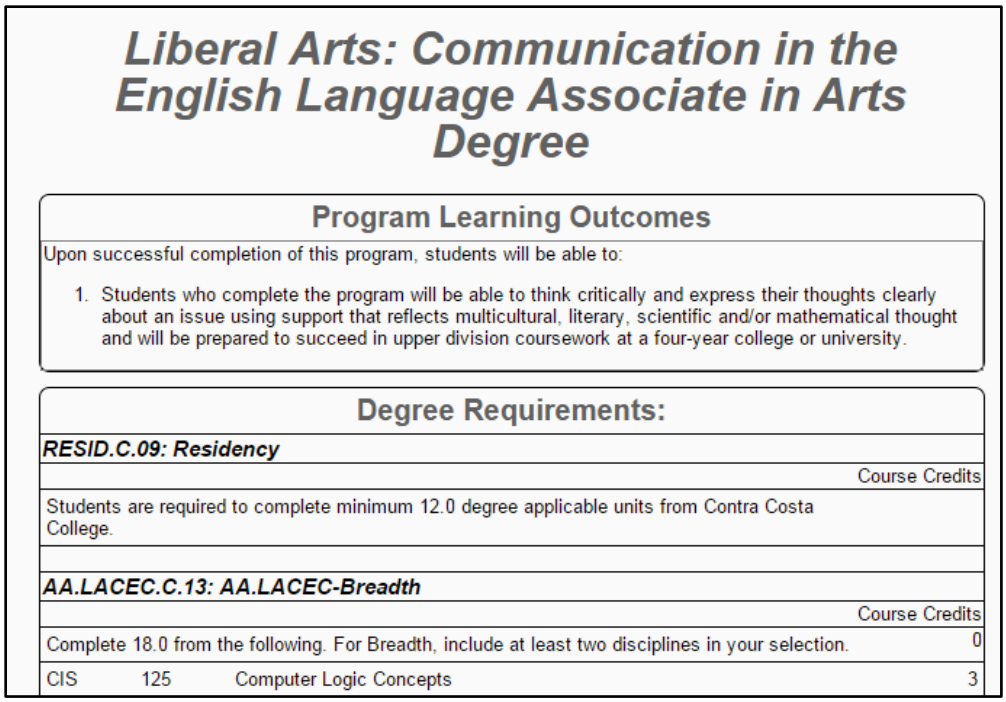
When viewing a program, you will begin at the approval history page. From here, you can “View Program Proposal” or reports of “All Fields” or “Program Outline”. (You can also view these reports by clicking the page icon in the reports column of the previous page.)



An “All Fields” report will open in a new tab within your internet browser, and detail all the information in the program proposal.



A “Program Outline” report will also open in a new tab, and summarizes the program, focusing on the Description, Program Learning Outcomes, and Degree Requirements.



Liberal Arts: Communication in the English Language Associate in Arts Degree

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Students who complete the program will be able to think critically and express their thoughts clearly about an issue using support that reflects multicultural, literary, scientific and/or mathematical thought and will be prepared to succeed in upper division coursework at a four-year college or university.

Degree Requirements:

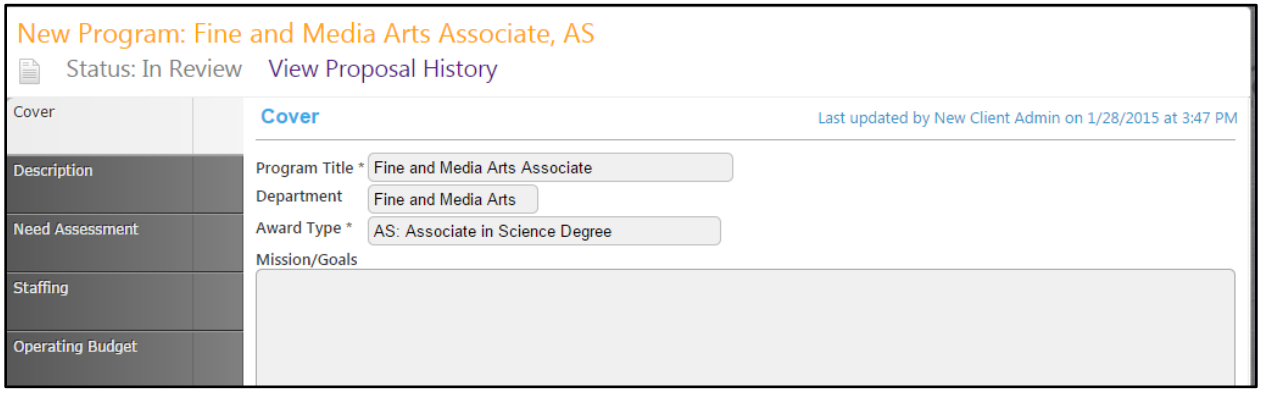
RESID.C.09: Residency

	Course Credits
Students are required to complete minimum 12.0 degree applicable units from Contra Costa College.	

AA.LACEC.C.13: AA.LACEC-Breadth

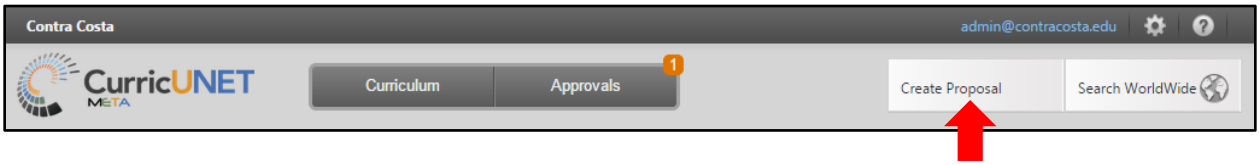
	Course Credits
Complete 18.0 from the following. For Breadth, include at least two disciplines in your selection.	0
CIS 125 Computer Logic Concepts	3

Selecting “View Program Proposal” will allow you to view the program proposal form and, if you have the authority, edit certain fields. Use the dark gray tabs on the left to move between sections of the proposal. For more information about the function of these tabs, see the “New Program Proposal” section of this guide.

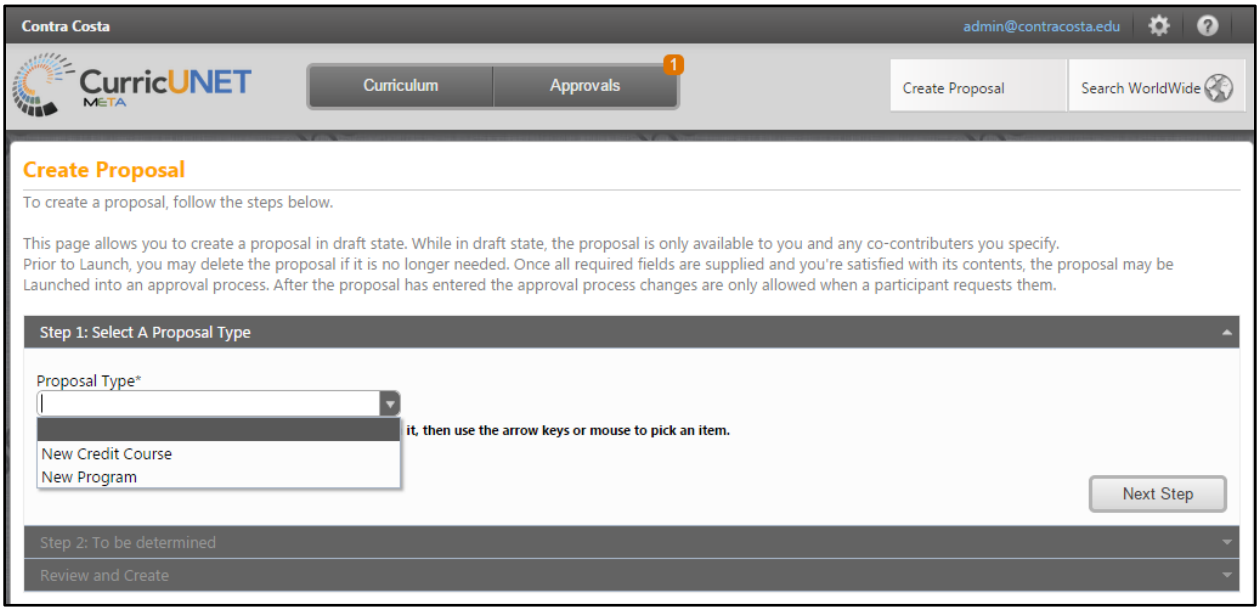


Proposals

To create a new proposal, click the “Create Proposal” button at the top of the page. You can do this from any other page on the site.

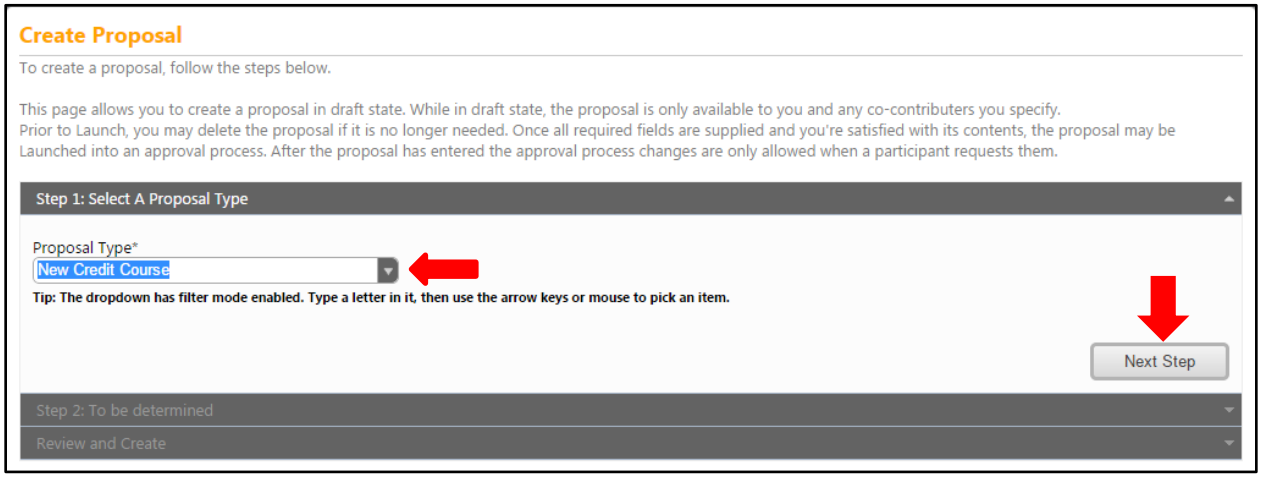


In Step 1, you will select the proposal type.

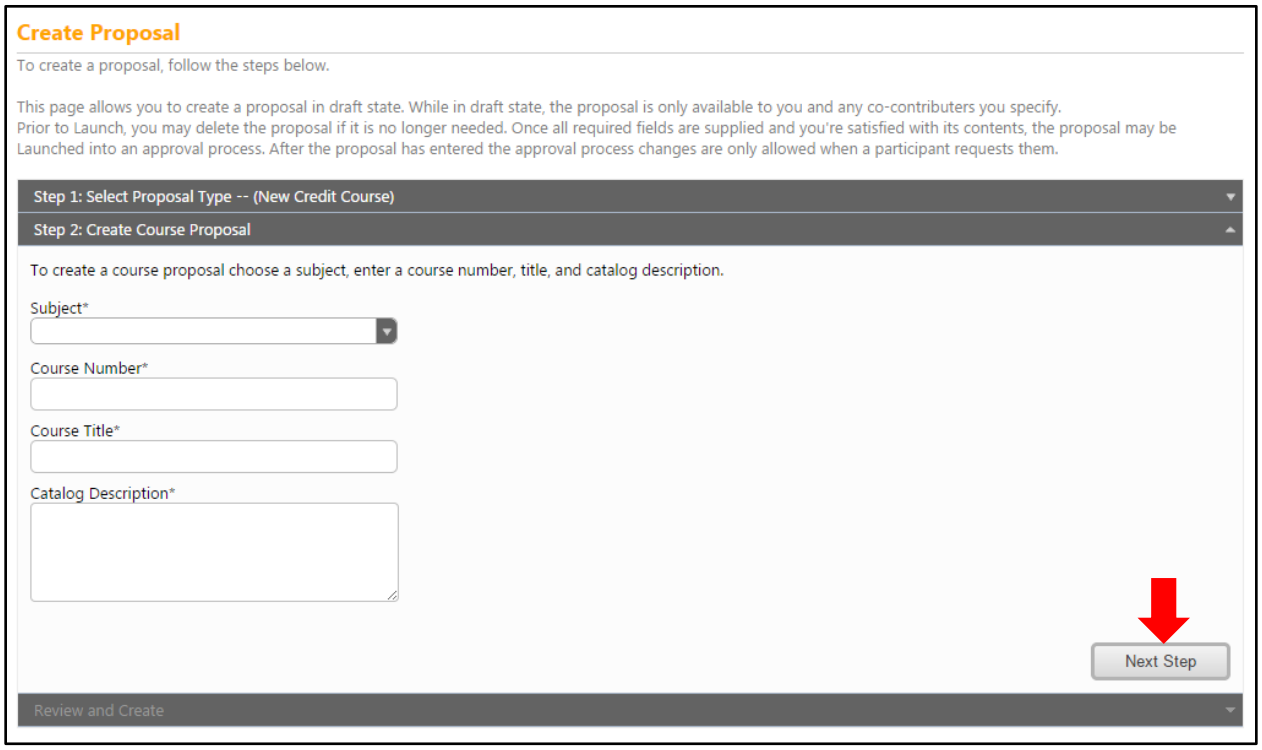

Contra Costa
admin@contracosta.edu
CurricUNET
META
Curriculum
Approvals
1
Create Proposal
Search WorldWide
Create Proposal
To create a proposal, follow the steps below.
This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributers you specify.
Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be
Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.
Step 1: Select A Proposal Type
Proposal Type*
it, then use the arrow keys or mouse to pick an item.
New Credit Course
New Program
Next Step
Step 2: To be determined
Review and Create

New Credit Course Proposal

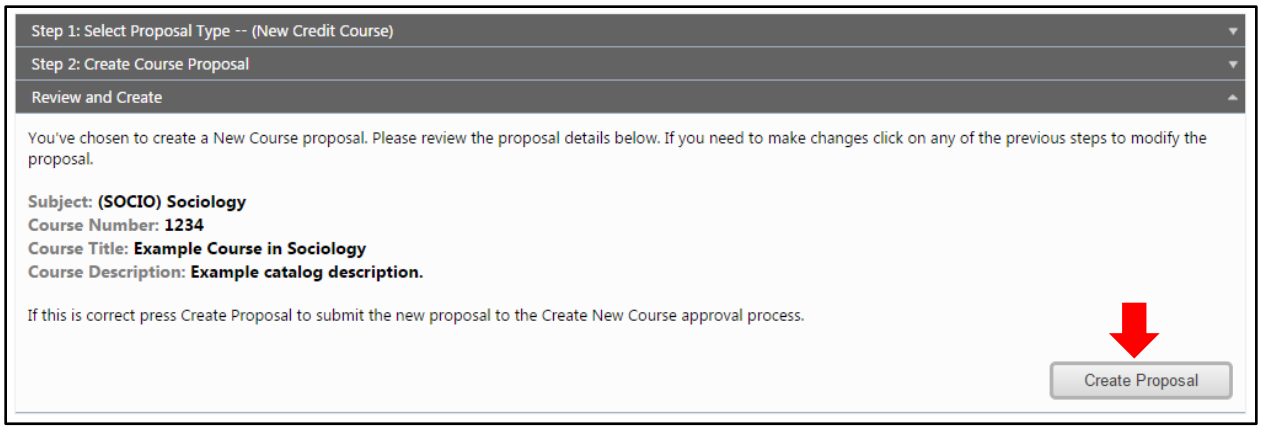
Select “New Credit Course from the Proposal Type dropdown menu in Step 1, then click “Next Step”


Create Proposal
To create a proposal, follow the steps below.
This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributers you specify.
Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.
Step 1: Select A Proposal Type
Proposal Type*
New Credit Course
Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.
Next Step
Step 2: To be determined
Review and Create

In Step 2, select the course subject from the dropdown menu, then enter the course number, title, and description, and enter “Next Step”. Mandatory fields are marked with an *.


Create Proposal
To create a proposal, follow the steps below.
This page allows you to create a proposal in draft state. While in draft state, the proposal is only available to you and any co-contributers you specify.
Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be Launched into an approval process. After the proposal has entered the approval process changes are only allowed when a participant requests them.
Step 1: Select Proposal Type -- (New Credit Course)
Step 2: Create Course Proposal
To create a course proposal choose a subject, enter a course number, title, and catalog description.
Subject*
Course Number*
Course Title*
Catalog Description*
Next Step
Review and Create

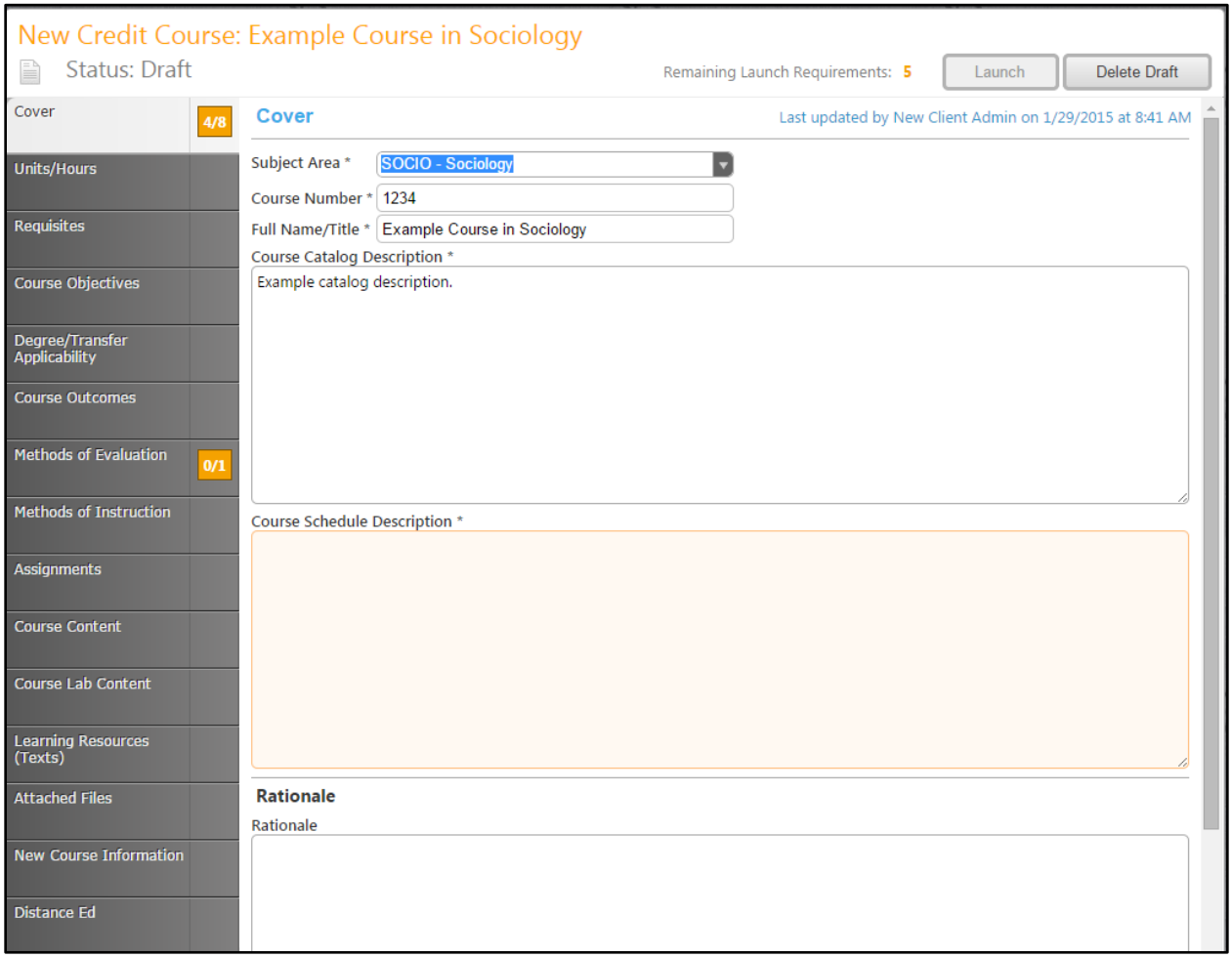
In Step 3, review the information you entered. If it is incorrect, click on any previous step to correct that information. If it is correct, click “Create Proposal”.


Step 1: Select Proposal Type -- (New Credit Course)
Step 2: Create Course Proposal
Review and Create
You've chosen to create a New Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.
Subject: (SOCIO) Sociology
Course Number: 1234
Course Title: Example Course in Sociology
Course Description: Example catalog description.
If this is correct press Create Proposal to submit the new proposal to the Create New Course approval process.
Create Proposal

Throughout the proposal, any required field is marked with an *. Move between sections using the dark gray tabs to the far left. Sections with required fields also have an orange box showing your progress 3/4, which will turn green 4/4 when you have completed all required fields. Throughout the proposal, you will only be prompted to save if changes are made.

Main

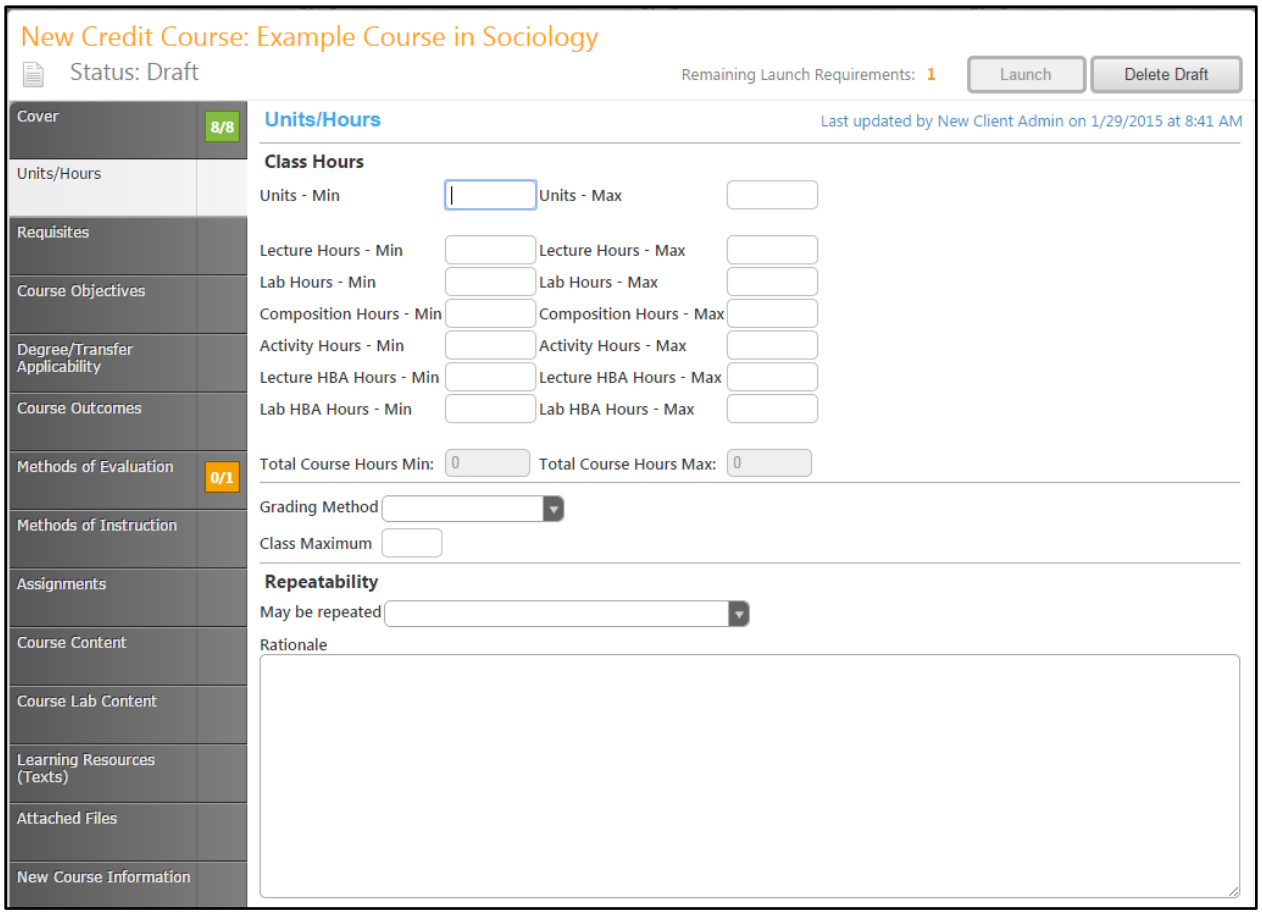
The Course Proposal opens to the "Cover" section. Required fields are marked with an * and orange border. You will need to scroll down to view all fields. Complete all fields, particularly the required fields. The Subject Area, Course Number, Full Name/Title, and Course Catalog Description will self-populate, pulling from the Create Proposal. Enter the Course Schedule Description and Rationale in the text boxes.



Use the dropdown menu to select the correct Proposed Start – Semester, and then enter the Proposed Start Year and Discipline(s) in the text boxes. The Proposed Start Year field requires a four digit number. Save your changes, then click on the “Units/Hours” tab.

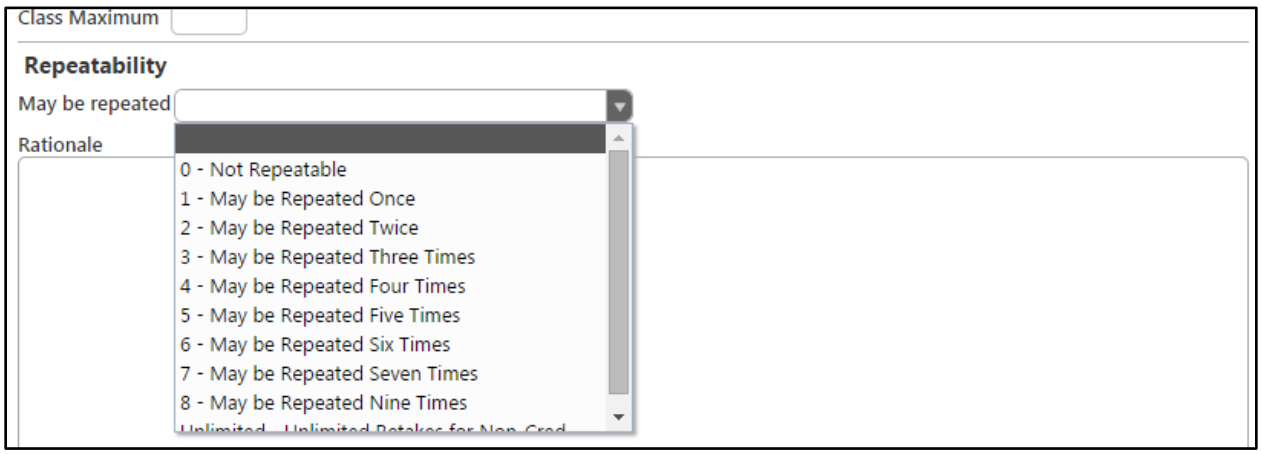
Units/Hours

In the "Units/Hours" section, enter the units and scheduled hours for the course in the appropriate fields. If the course has variable Units or Hours, enter the minimum and maximum in the appropriate boxes. If the course does *not* have variable Units or Hours, enter the Units and Hours in the "Units – Max" and "… Hours – Max" fields. The Total Course Hours Min and Total Course Hours Max fields will automatically.



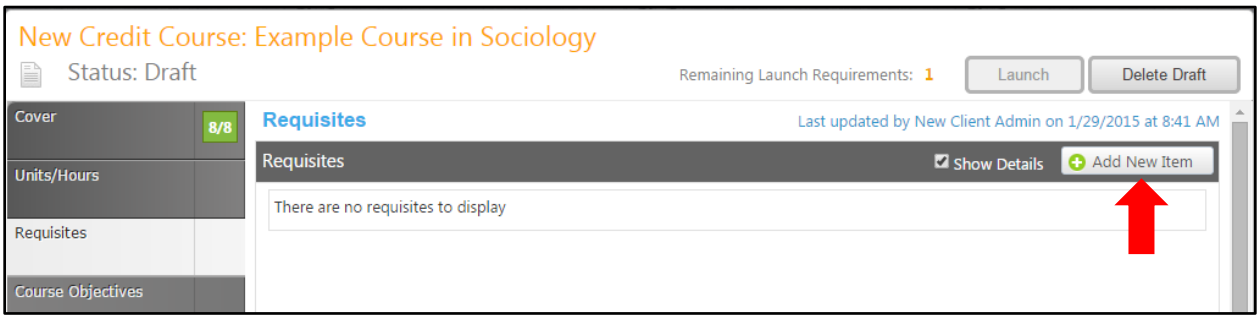
Use the dropdown menu to select the grading method, and then enter the Class Maximum enrollment.

Use the “May be Repeated” dropdown menu to select the Repeatability of the course, then enter the Rationale for the repeatability in the text box. When all fields have been completed, save this information, and move to the “Requisites” tab.

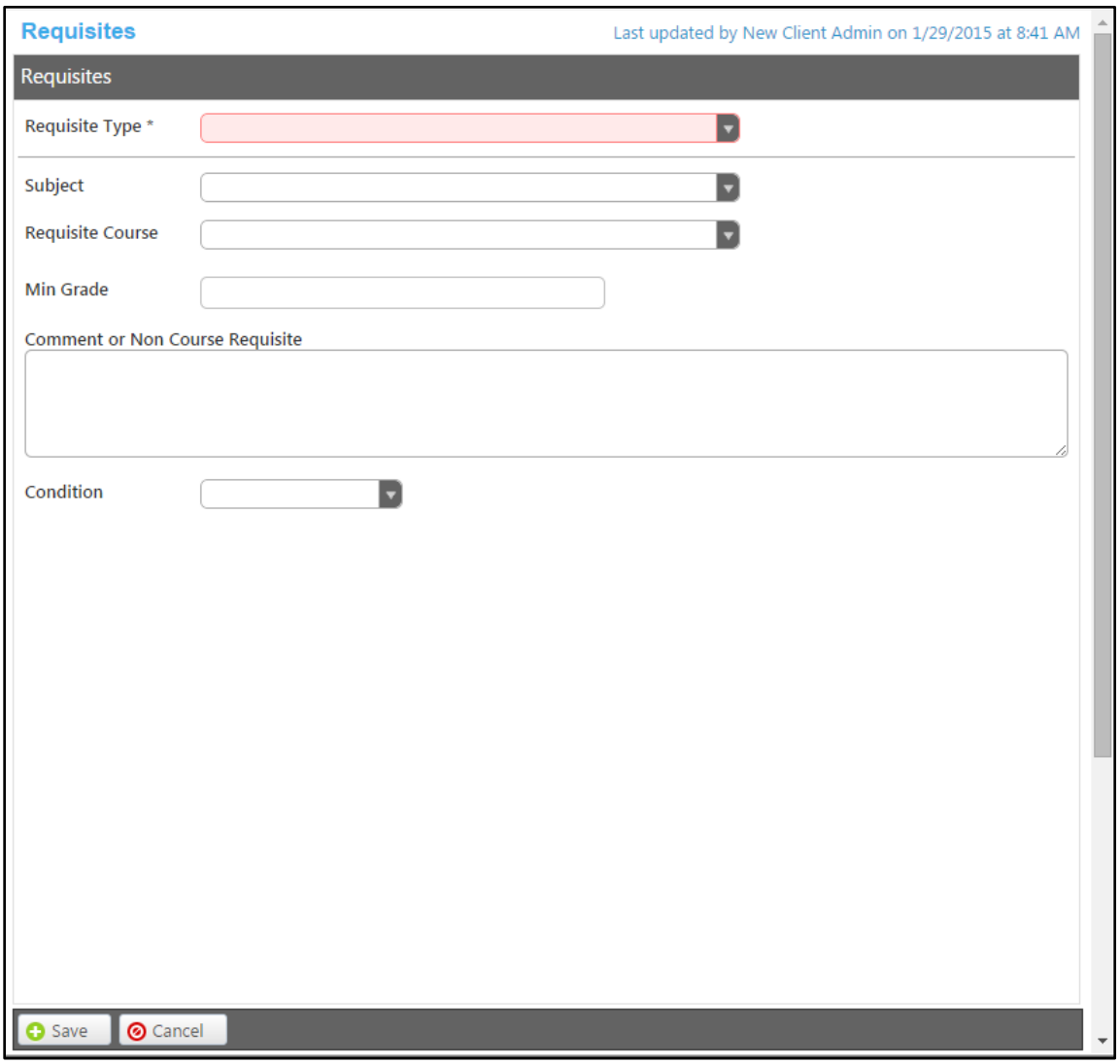

Class Maximum
Repeatability
May be repeated
Rationale
0 - Not Repeatable
1 - May be Repeated Once
2 - May be Repeated Twice
3 - May be Repeated Three Times
4 - May be Repeated Four Times
5 - May be Repeated Five Times
6 - May be Repeated Six Times
7 - May be Repeated Seven Times
8 - May be Repeated Nine Times

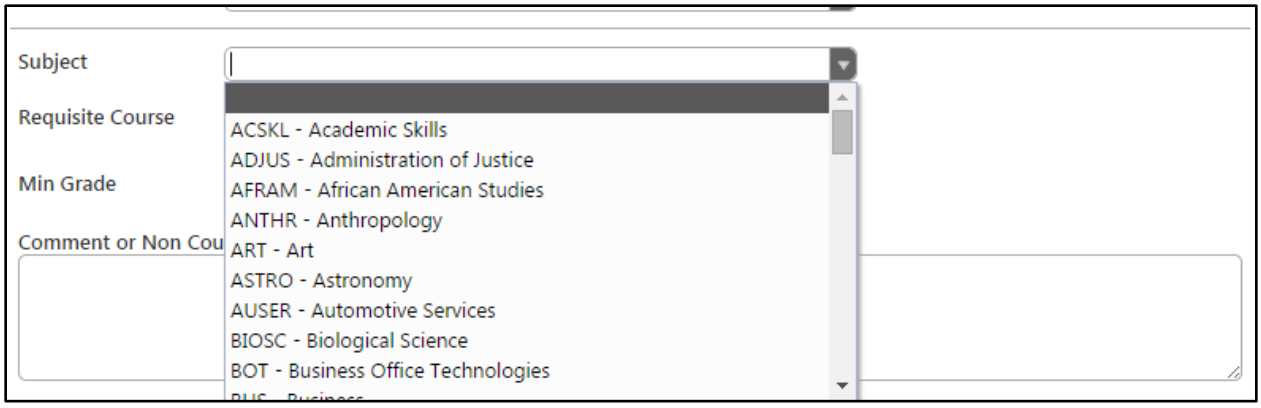
Requisites

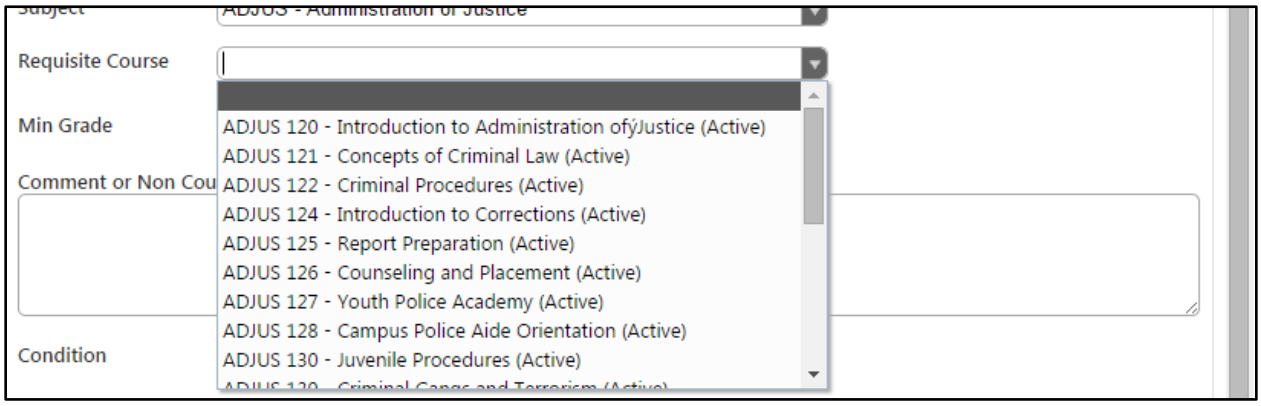
To add a Requisite to the “Requisites” section, click the “Add New Item” button.



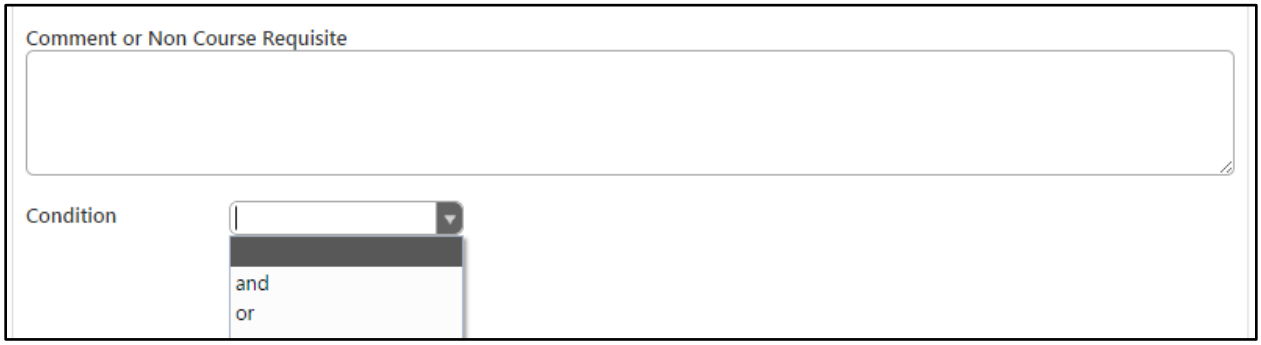
To add a requisite course, use the dropdown menus to select the Requisite Type (Pre-requisite, Corequisite, or Advisory), Subject, and Requisite Course. If the requisite course must be passed with a minimum grade, enter that information in the Min Grade text box.



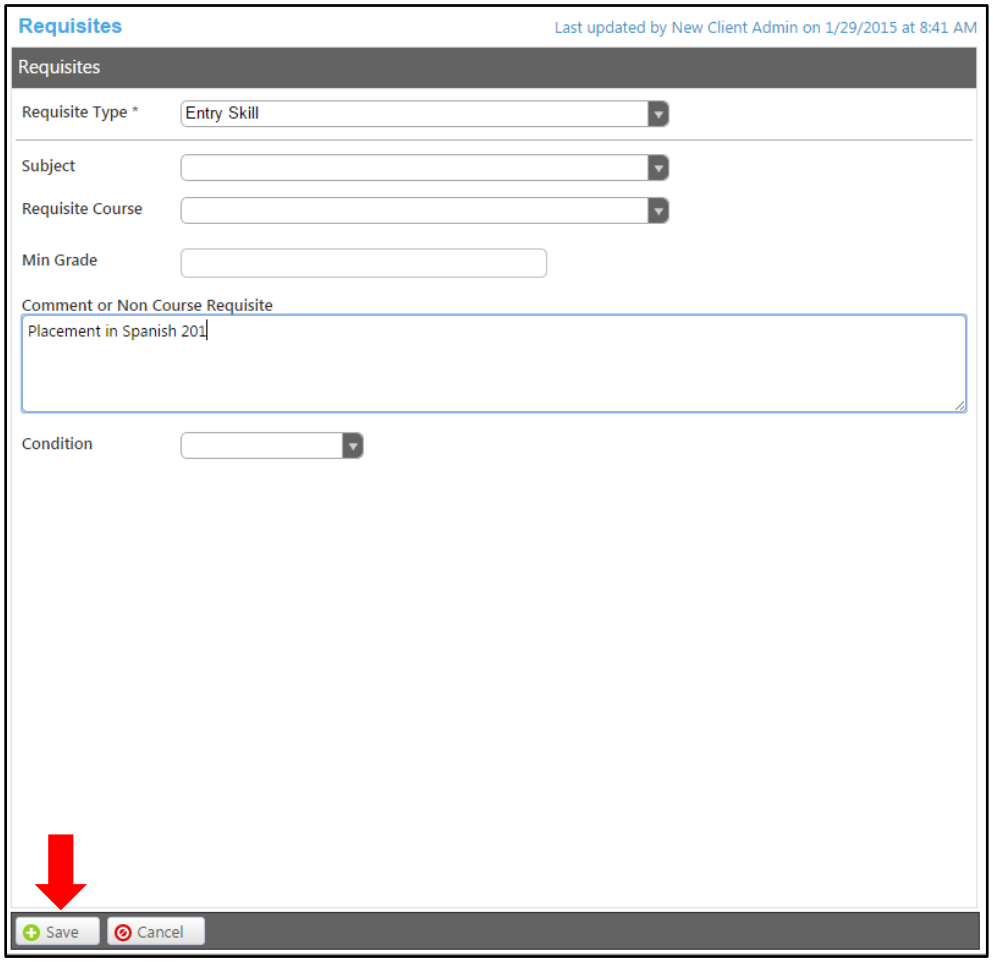



Requisite Course
Min Grade
Comment or Non Cou
Condition
ADJUS 120 - Introduction to Administration ofýJustice (Active)
ADJUS 121 - Concepts of Criminal Law (Active)
ADJUS 122 - Criminal Procedures (Active)
ADJUS 124 - Introduction to Corrections (Active)
ADJUS 125 - Report Preparation (Active)
ADJUS 126 - Counseling and Placement (Active)
ADJUS 127 - Youth Police Academy (Active)
ADJUS 128 - Campus Police Aide Orientation (Active)
ADJUS 130 - Juvenile Procedures (Active)

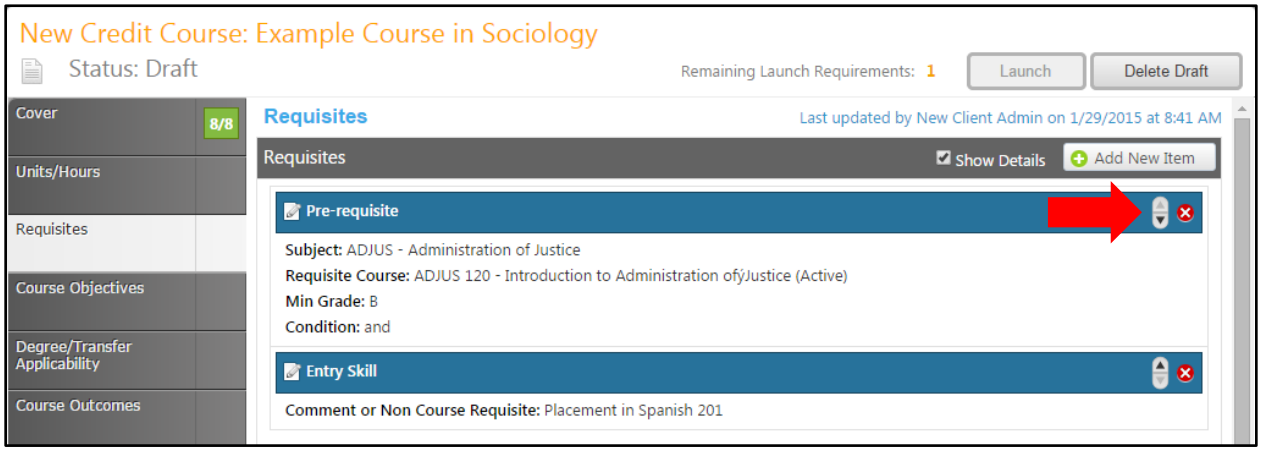
Enter any Comments or Non Course Requisite in the textbox. The Condition dropdown menu allows you to indicate the relationship between this requisite and the next. If you are entering multiple requisites then the *and/or* condition applies to how this one relates to the next one that is entered. You are able to say that this requisite is required *and* the next one, *or* the next one.



When the requisite is entered, click “Save”.



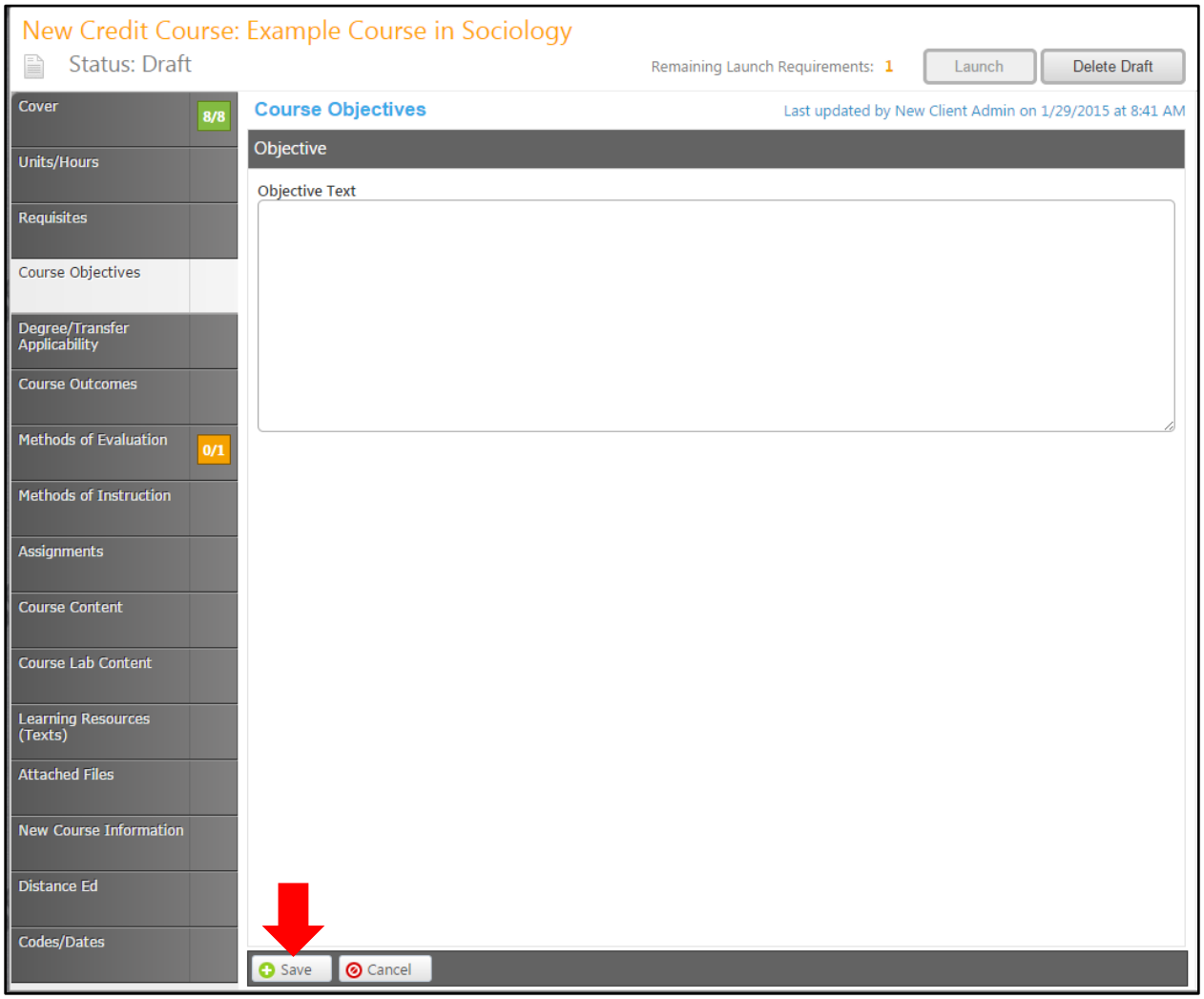
To edit a requisite, select the blue bar. To reorder requisites, use the up and down arrows on the right of the blue bar. To delete a requisite, select the red “x” on the far right of the blue bar. When you have entered all requisites and are satisfied with their order, click on the “Course Objectives” tab.



Course Objectives

In the “Course Objectives” section, enter objectives for student learning and competency. Enter each objective individually. Click “Add New Item” to add an objective.

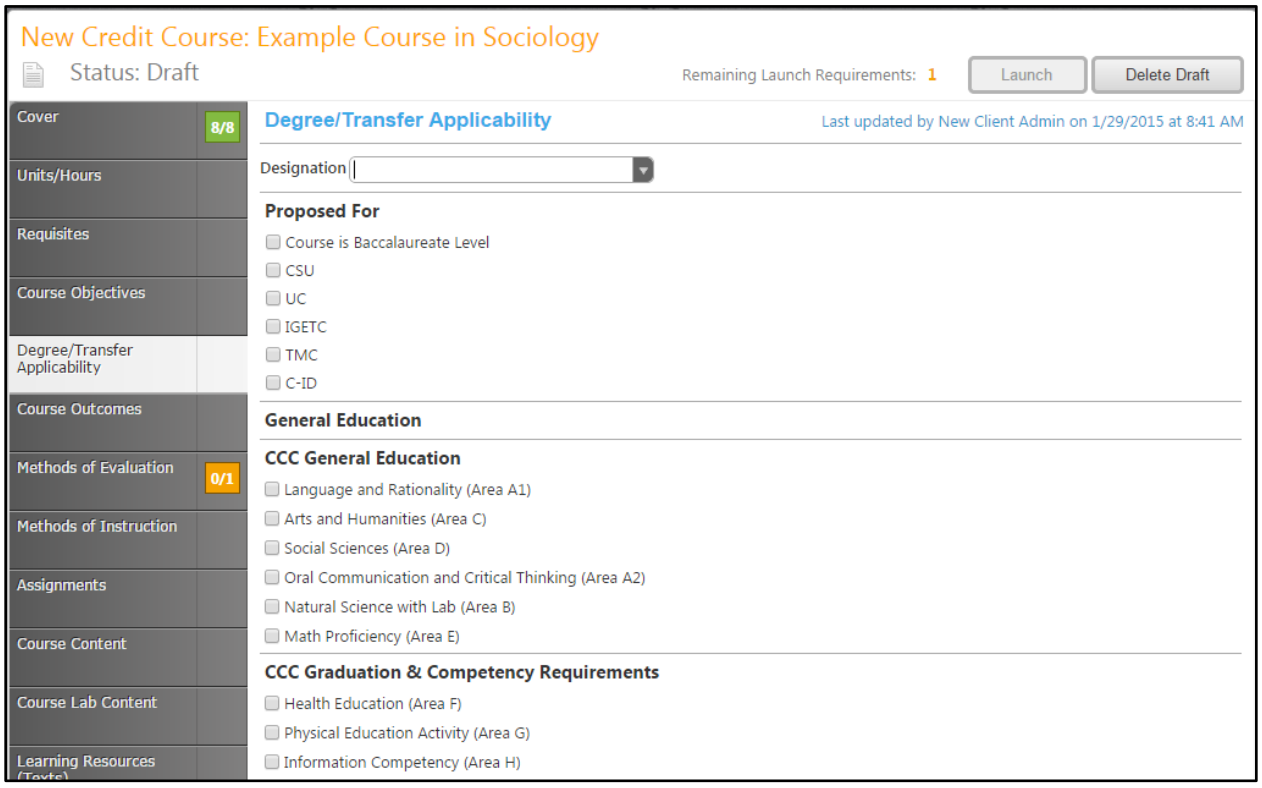
Enter the objective in the Objective Text field, then click “Save”.

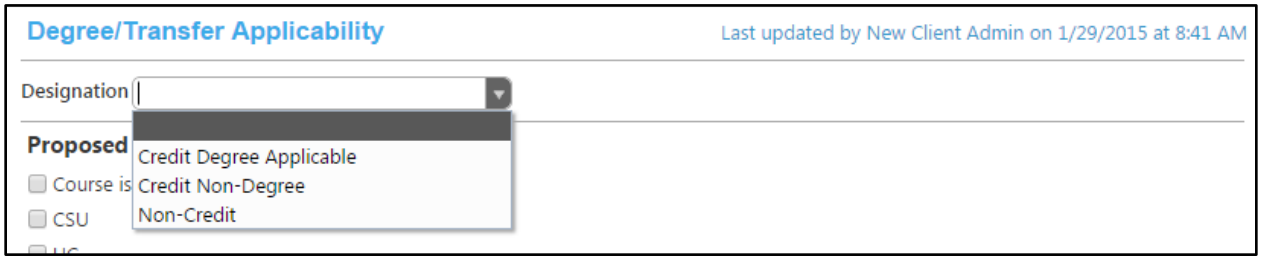


To edit an objective, click the blue bar. To reorder objectives, use the up and down arrows to the right of the blue bar. Click the red “x” to delete an objective. When all objectives have been added in the correct order, move to the “Degree/Transfer Applicability” tab.

Degree/Transfer Applicability

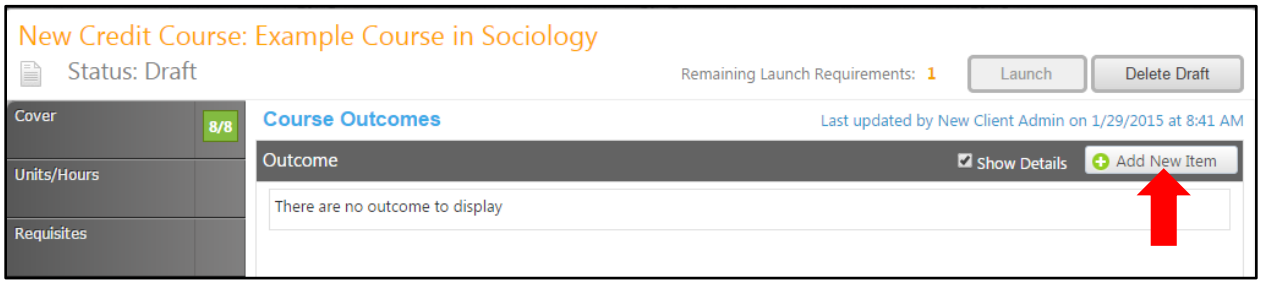
In the “Degree/Transfer Applicability” section of the proposal, indicate if the course is degree applicable, then use the checkboxes to indicate the transfer status, and the General Education applicability. Save this information, then move to the “Course Outcomes” section.



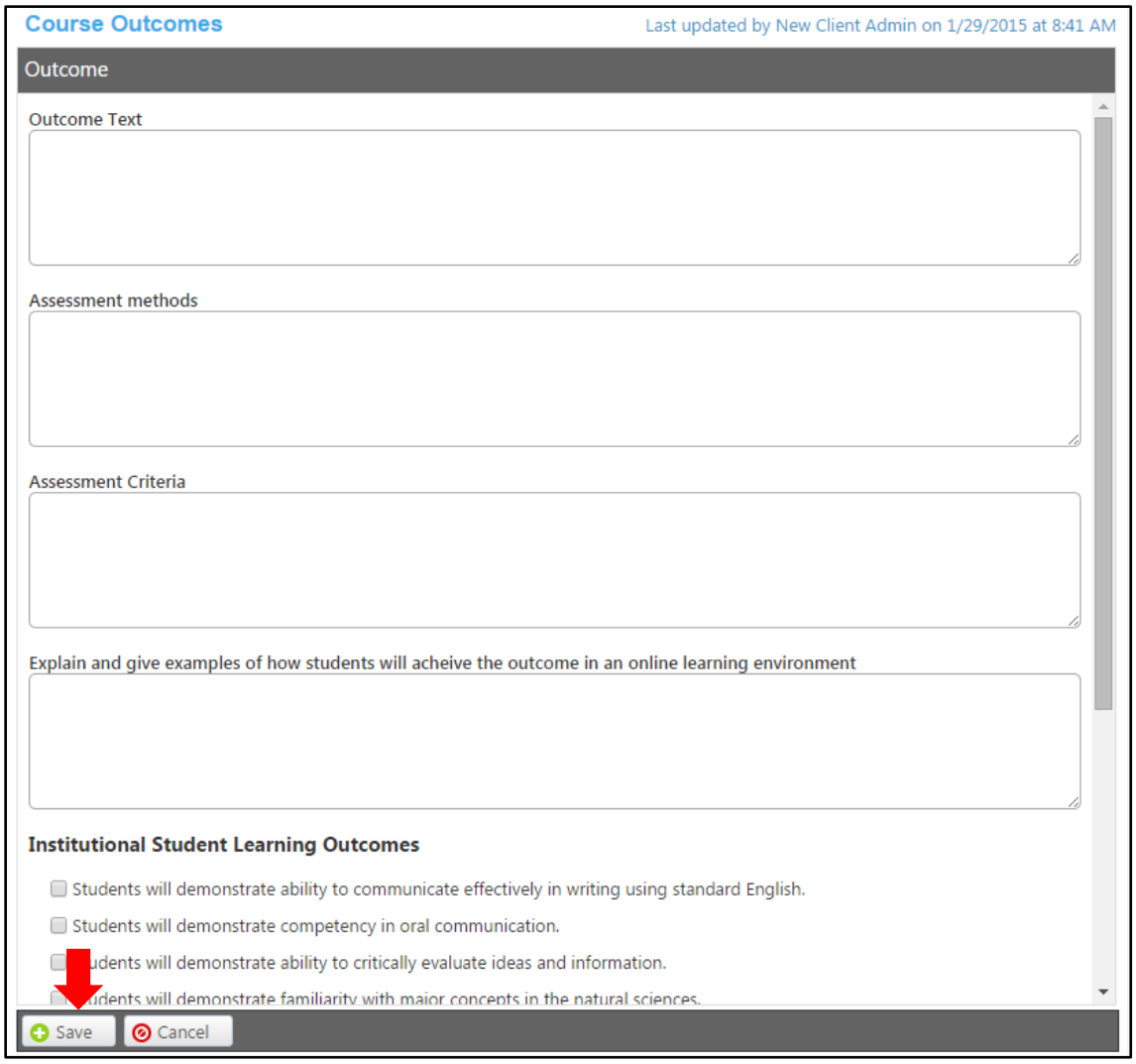


Course Outcomes

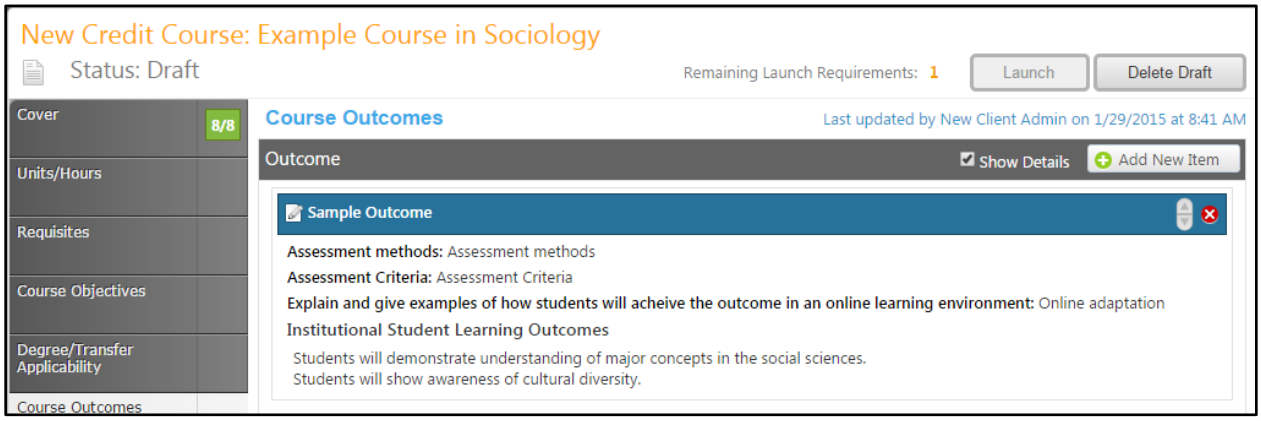
In the "Course Outcomes" section, enter outcomes for student learning and competency. Enter each outcome individually. Click "Add New Item" to add an outcome.



Enter the outcome in the Outcome Text box. Add any Assessment Methods, the Assessment Criteria, and then explain how this outcome will be achieved in an online learning environment. Scroll down to view all Institutional Student Learning Outcomes, and then select the institutional outcomes that apply to this course, and click "Save".

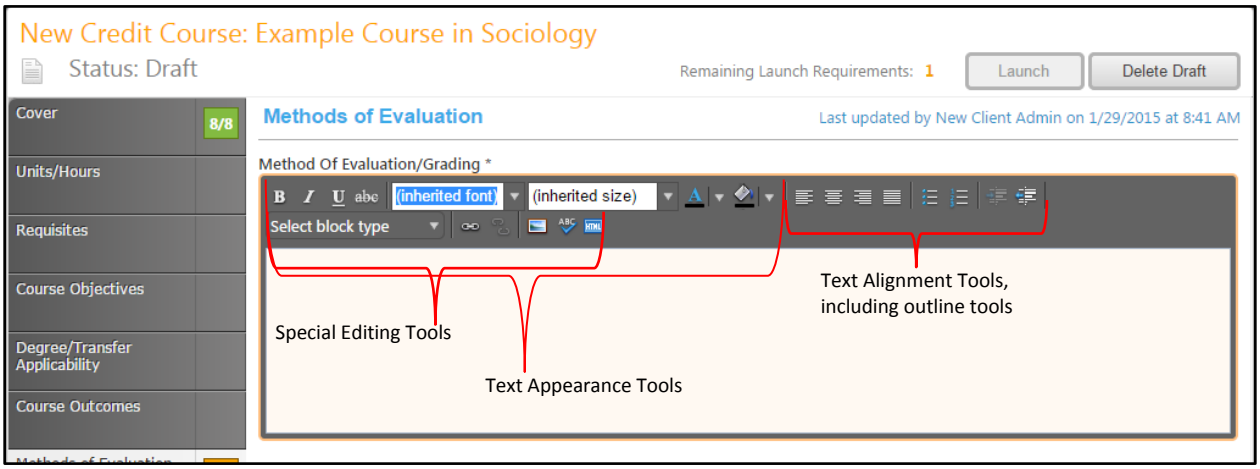

Course Outcomes
Last updated by New Client Admin on 1/29/2015 at 8:41 AM
Outcome
Outcome Text
Assessment methods
Assessment Criteria
Explain and give examples of how students will acheive the outcome in an online learning environment
Institutional Student Learning Outcomes
Students will demonstrate ability to communicate effectively in writing using standard English.
Students will demonstrate competency in oral communication.
udents will demonstrate ability to critically evaluate ideas and information.
udents will demonstrate familiarity with major concepts in the natural sciences.
Save
Cancel

To edit an outcome, click the blue bar. To reorder outcomes, use the up and down arrows to the right of the blue bar. Click the red “x” to delete an outcome. When all outcomes have been added in the correct order, move to the “Methods of Evaluation” tab.


New Credit Course: Example Course in Sociology
Status: Draft
Remaining Launch Requirements: 1
Launch
Delete Draft
Cover
8/8
Units/Hours
Requisites
Course Objectives
Degree/Transfer Applicability
Course Outcomes
Course Outcomes
Last updated by New Client Admin on 1/29/2015 at 8:41 AM
Outcome
Show Details
Add New Item
Sample Outcome
Assessment methods: Assessment methods
Assessment Criteria: Assessment Criteria
Explain and give examples of how students will acheive the outcome in an online learning environment: Online adaptation
Institutional Student Learning Outcomes
Students will demonstrate understanding of major concepts in the social sciences.
Students will show awareness of cultural diversity.

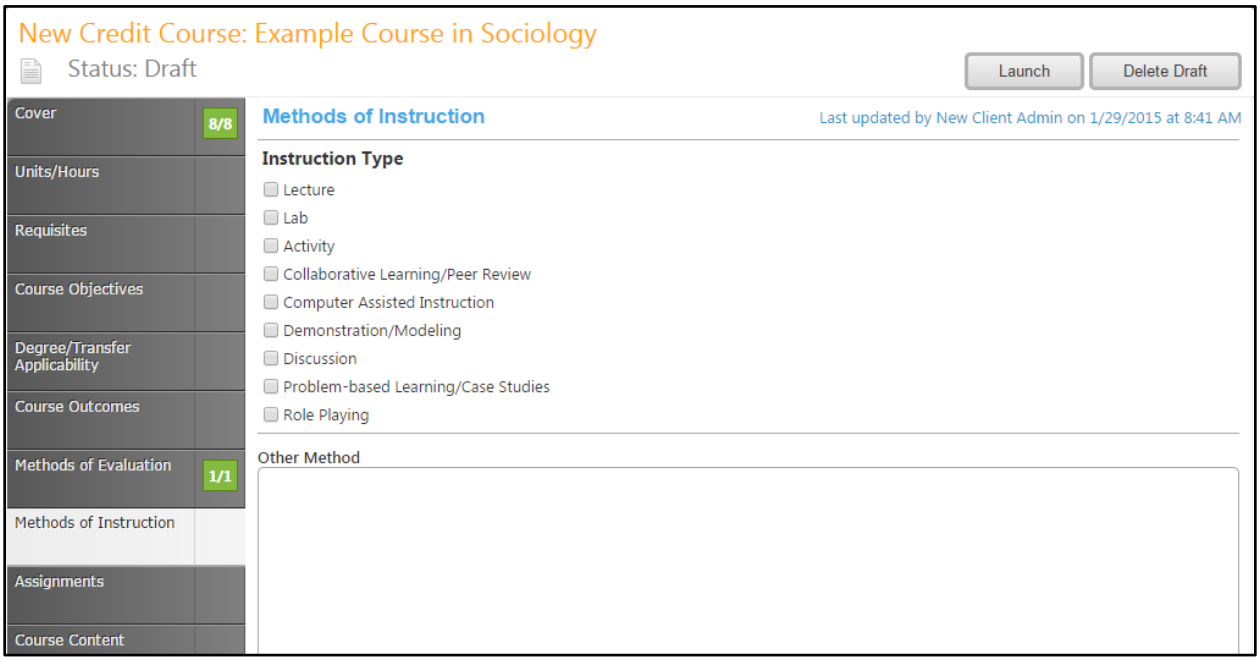
Methods of Evaluation

The Methods of Evaluation text box contains formatting tools, allowing you to, among other things, italicize text or format information into an outline. This is a required field. Enter the information, save, and move to the "Methods of Instruction" tab.



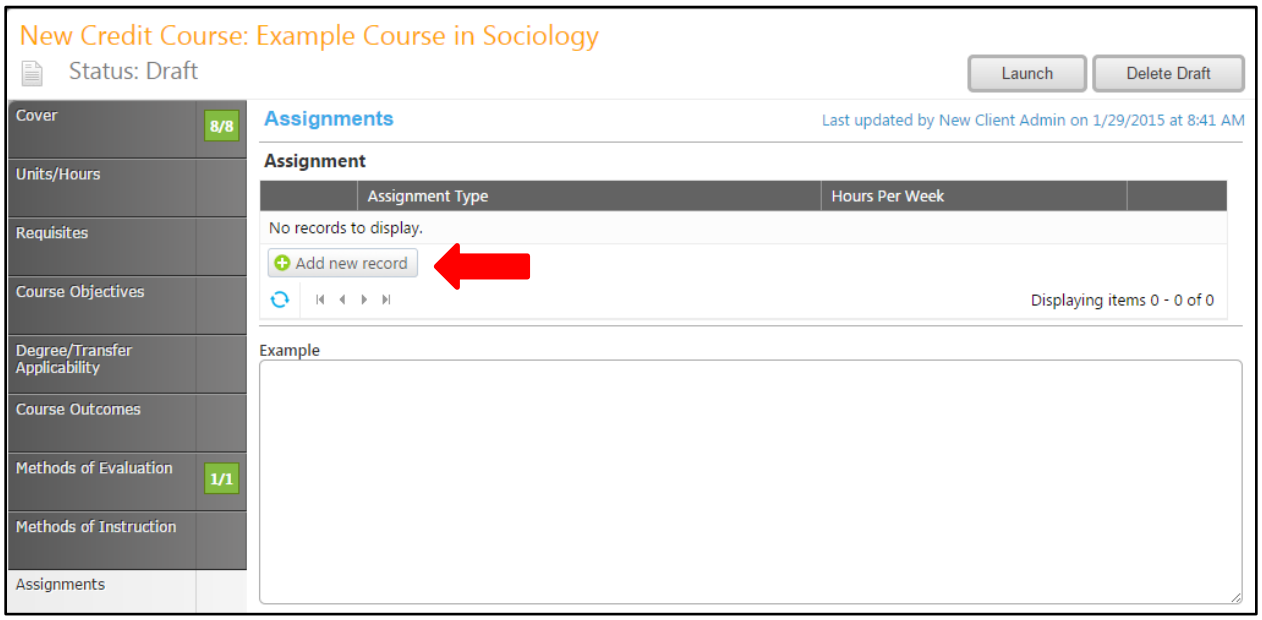
Methods of Instruction

In the Methods of Instruction section, select the Instruction Type(s) to be used in this course. If you intend to use another method, enter this information in the "Other Method" text box. Save this information, and move to the "Assignments" tab.

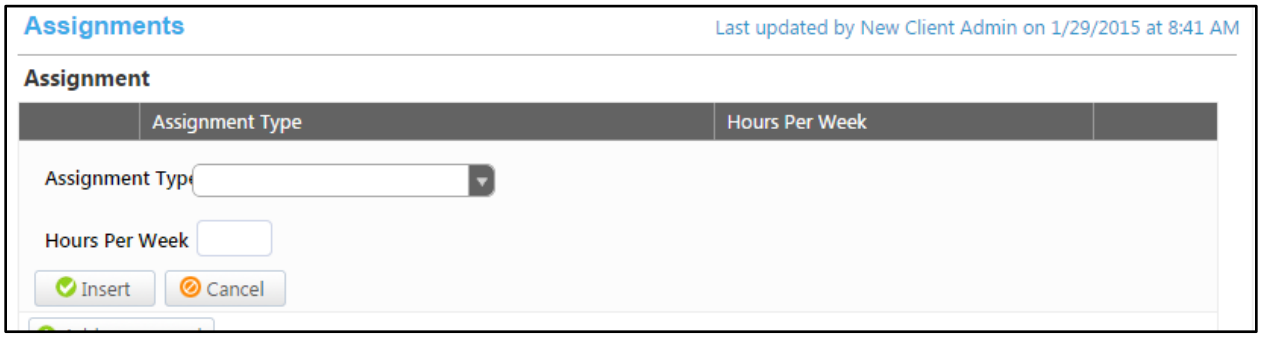


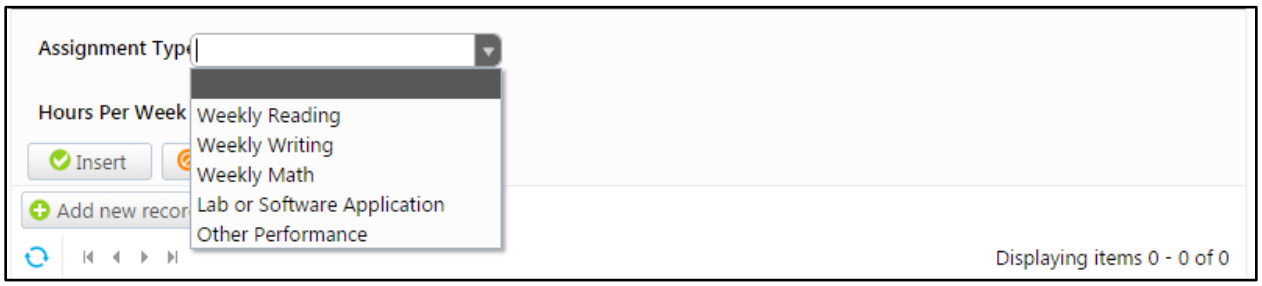
Assignments

To add an Assignment type, click “Add new record”.

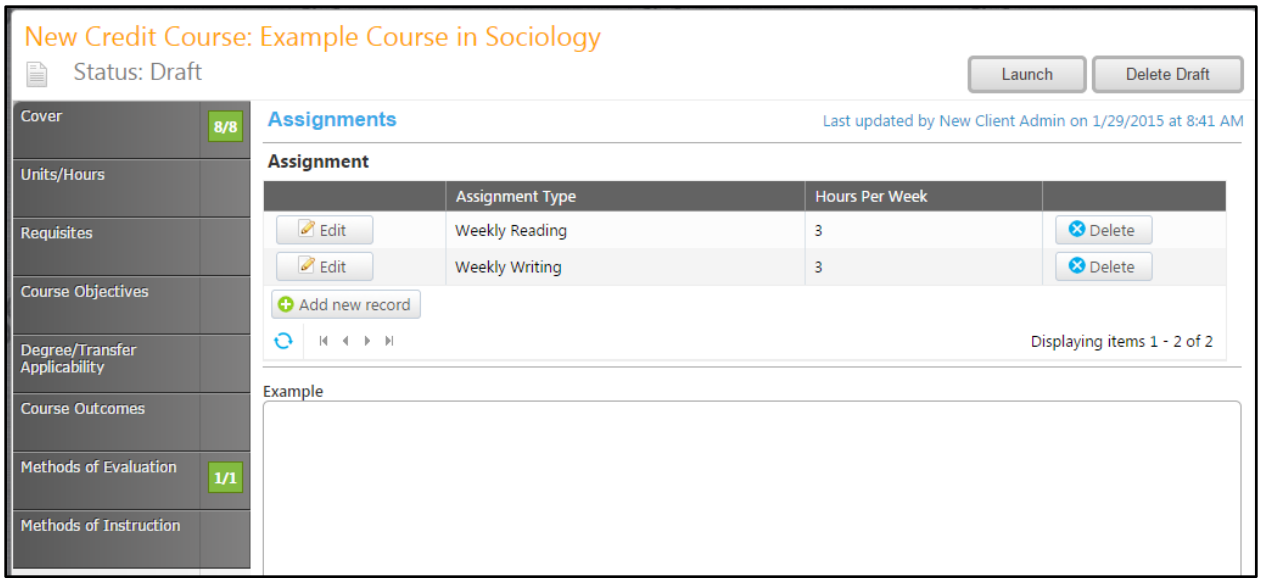


Use the Assignment Type dropdown menu to select the assignment type, and then enter the Hours per Week the student is expected to spend on that assignment type.





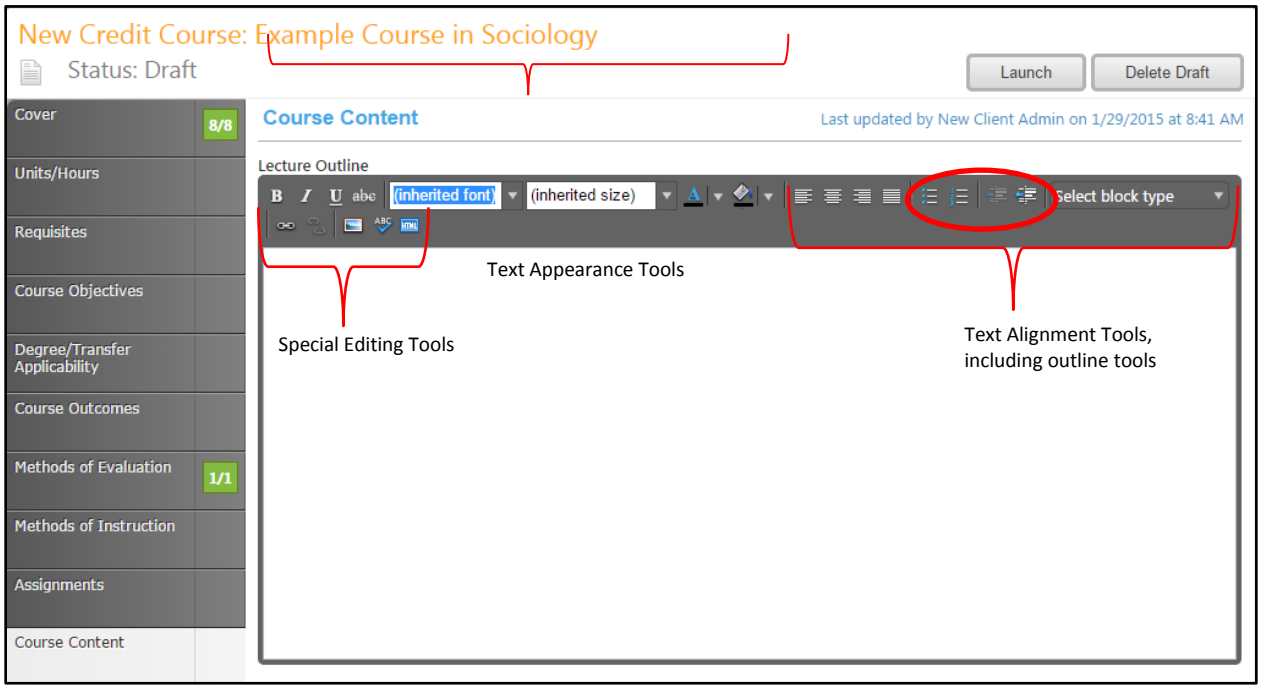
To edit an Assignment, click “Edit”, or to remove an assignment click “Delete”. Provide examples of assignments in the Example text box, then save the examples, and move to the “Course Content” tab.



Course Content

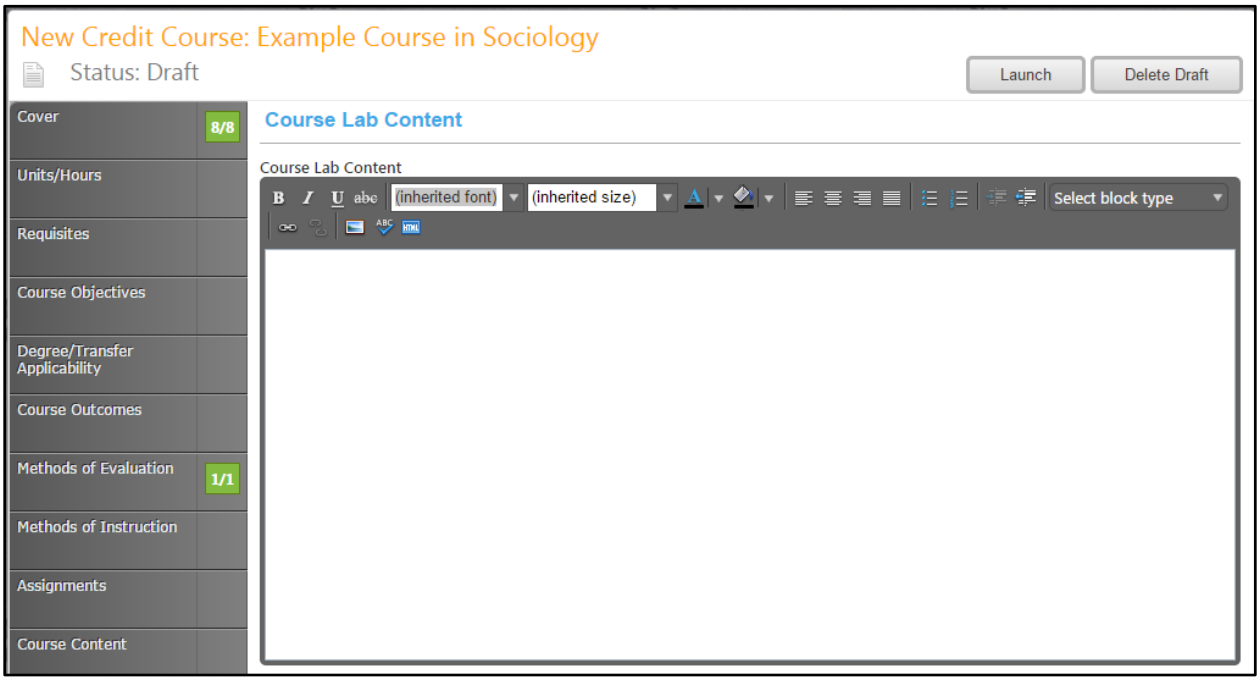
In the “Course Content” section, enter the lecture outline in the text box, using the formatting tools, particularly the outline tools, then save and move to the “Course Lab Content” section.

*Please note that in all of the Rich Text Editors when you are making and ordered list you should use the outline tools that are on the far right hand side. Using these tools will allow for the data to populate correctly on the reports.



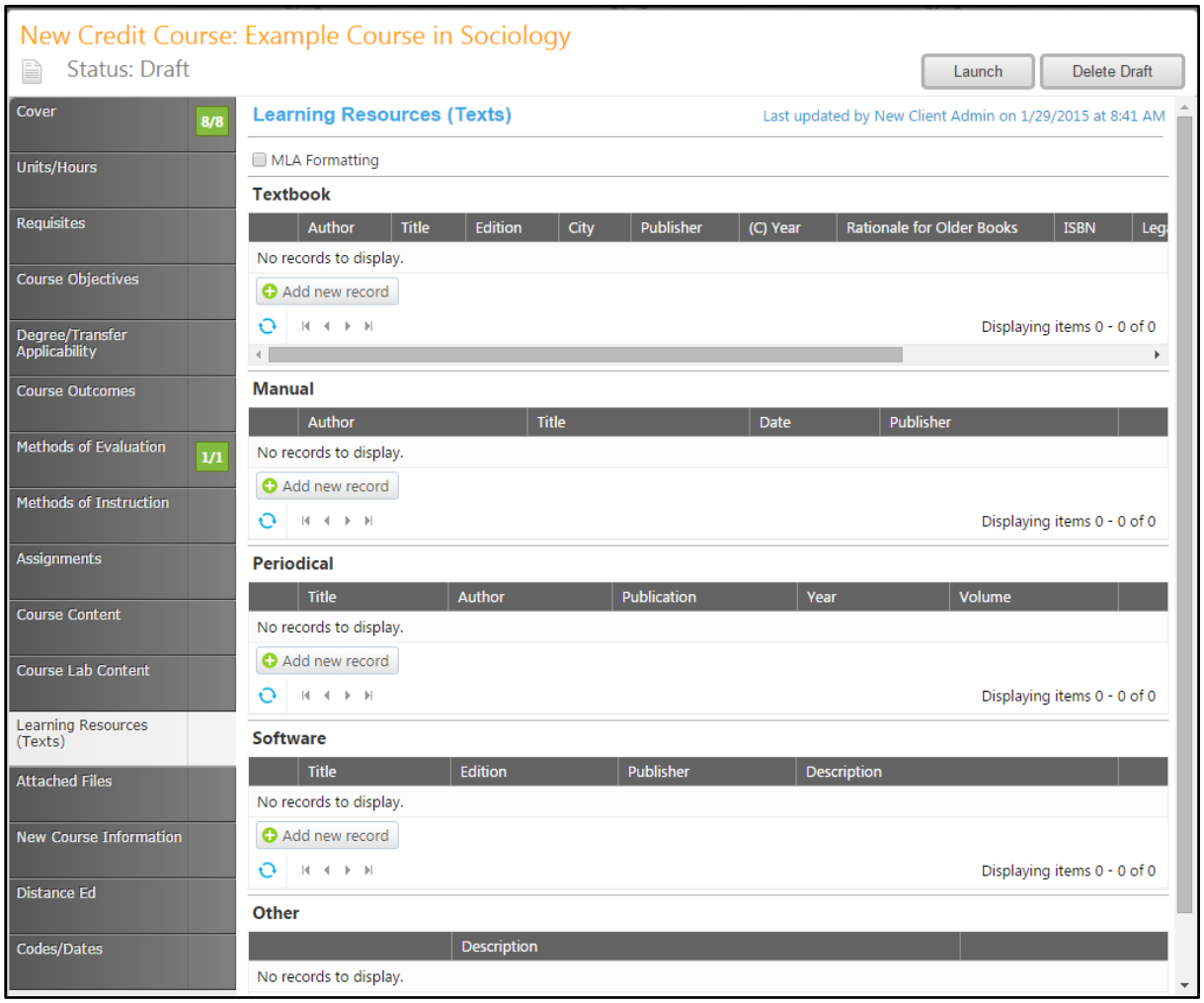
Course Lab Content

If the course has a lab, enter the Course Lab Content outline in the text box, using the formatting tools, particularly the outline tools, then save, and move to the "Learning Resources (Texts)" tab."

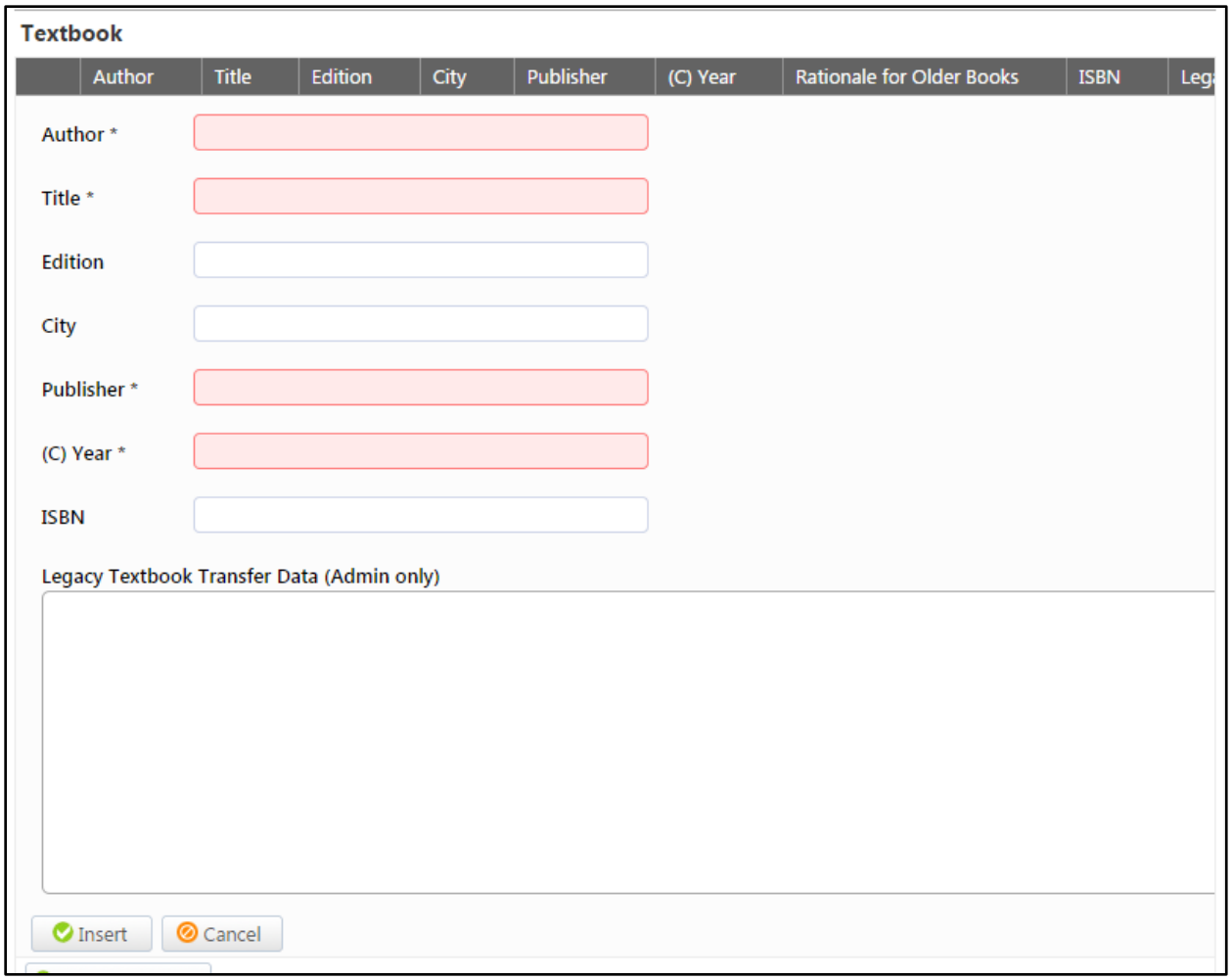


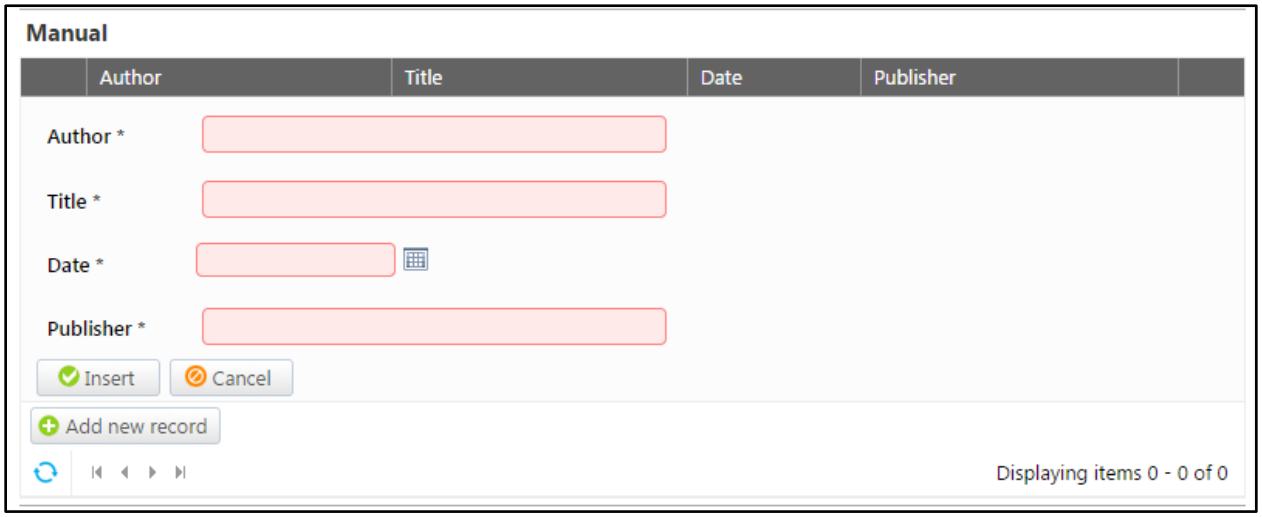
Learning Resources (Texts)

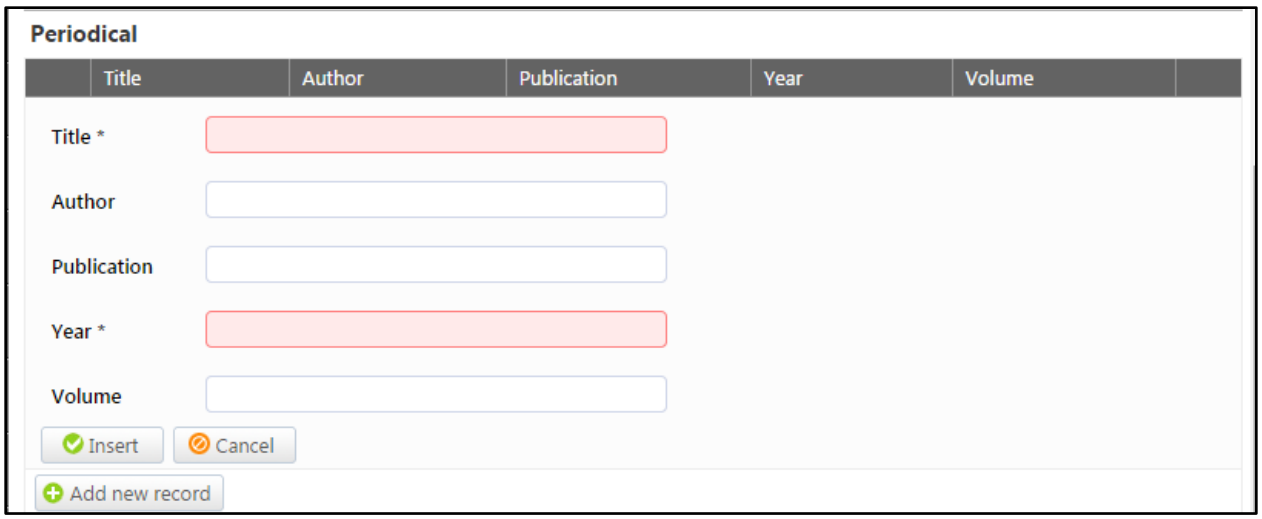
Enter the textbooks and other resources used in this course. Each resource is added individually, in the applicable type segment. Click “Add new record” to add a resource.

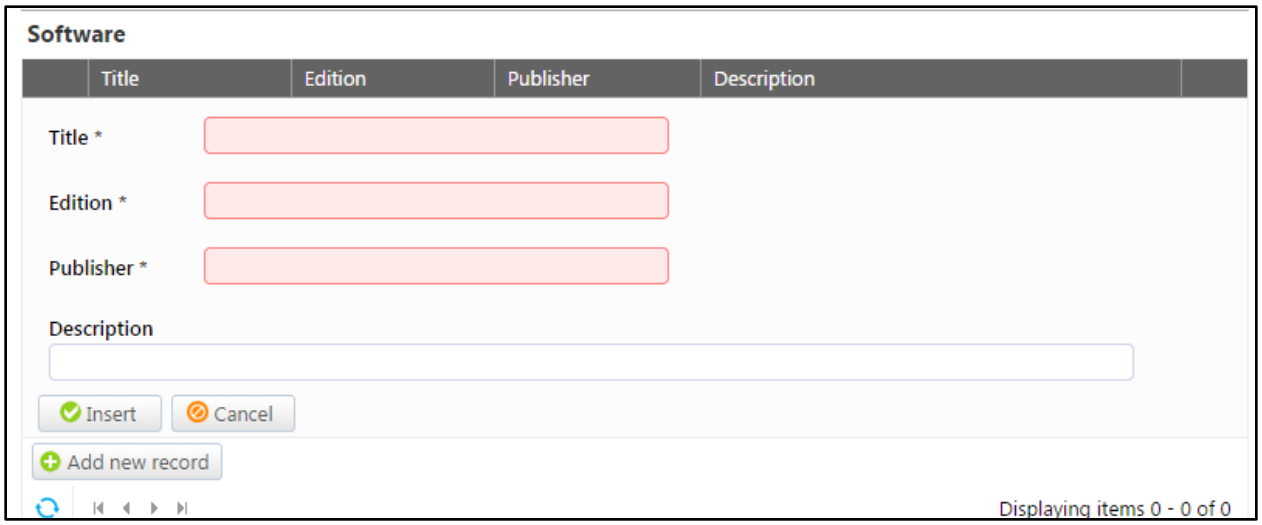


Each resource type has different fields, including required fields for each type. Enter as much information as possible, then click “Insert”. Legacy fields are not editable.



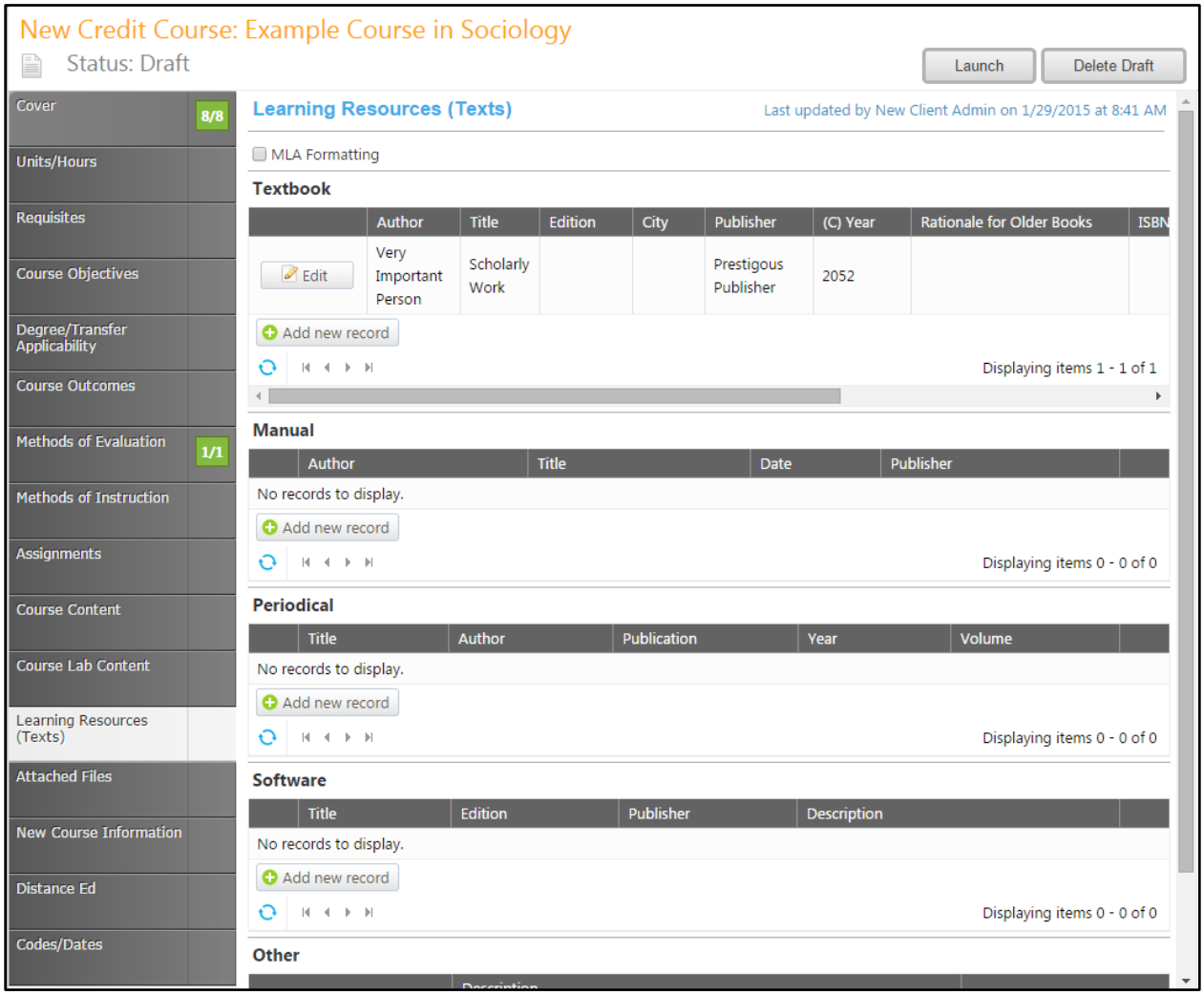



Periodical
Title
Author
Publication
Year
Volume
Title *
Author
Publication
Year *
Volume
Insert
Cancel
Add new record


Software
Title
Edition
Publisher
Description
Title *
Edition *
Publisher *
Description
Insert
Cancel
Add new record
Displaying items 0 - 0 of 0

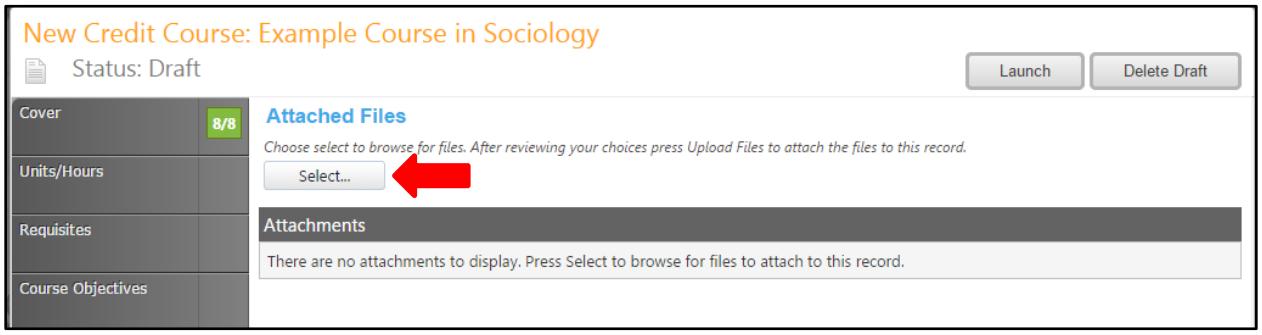
Other
Description
Description *
Insert
Cancel
Add new record

When all records have been added, move to the “Attached Files” section.

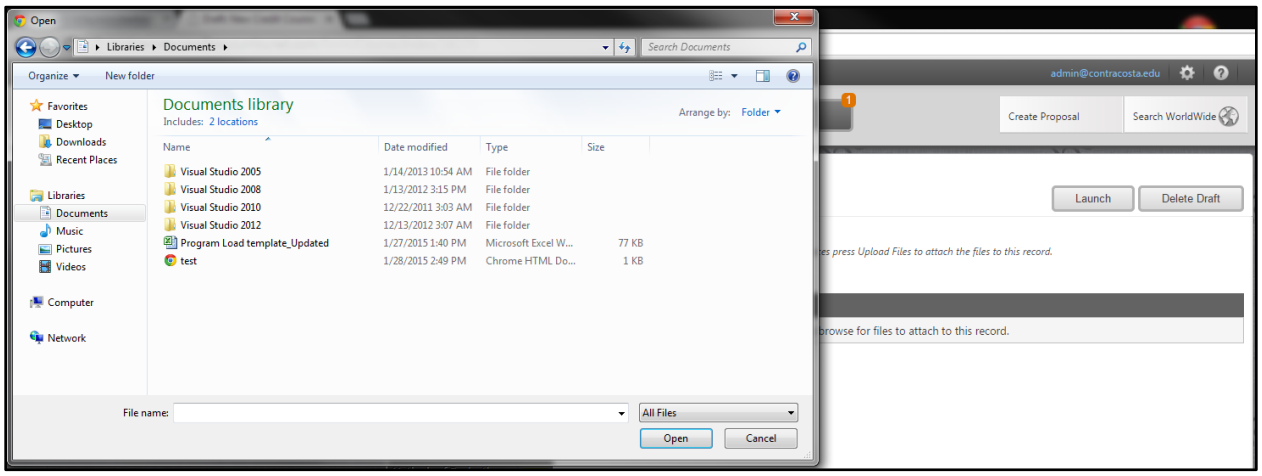


Attached Files

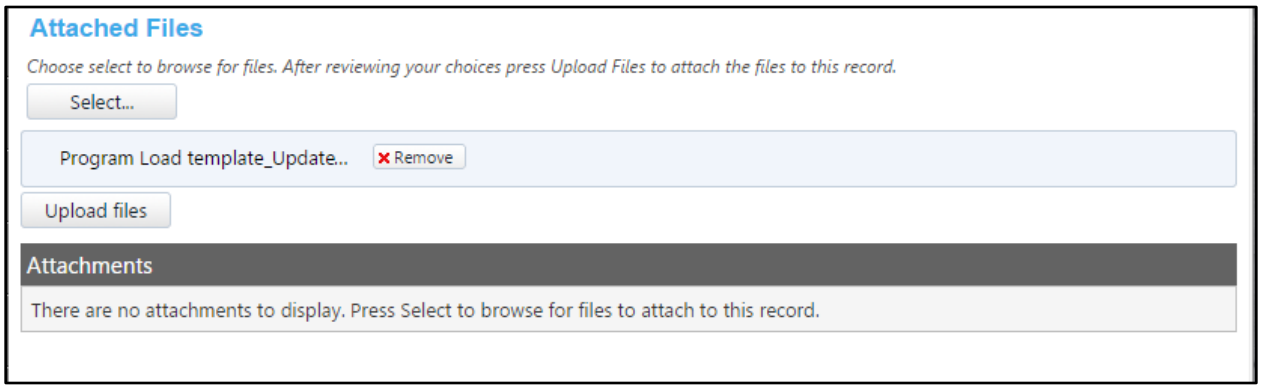
In the “Attached Files” section, add any supporting documents to your proposal. Click “Select” to browse your computer’s files for the necessary documents.


New Credit Course: Example Course in Sociology
Status: Draft
Launch
Delete Draft
Cover
8/8
Units/Hours
Requisites
Course Objectives
Attached Files
Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.
Select...
Attachments
There are no attachments to display. Press Select to browse for files to attach to this record.

Select the documents you wish to attach, and then click “Open”.



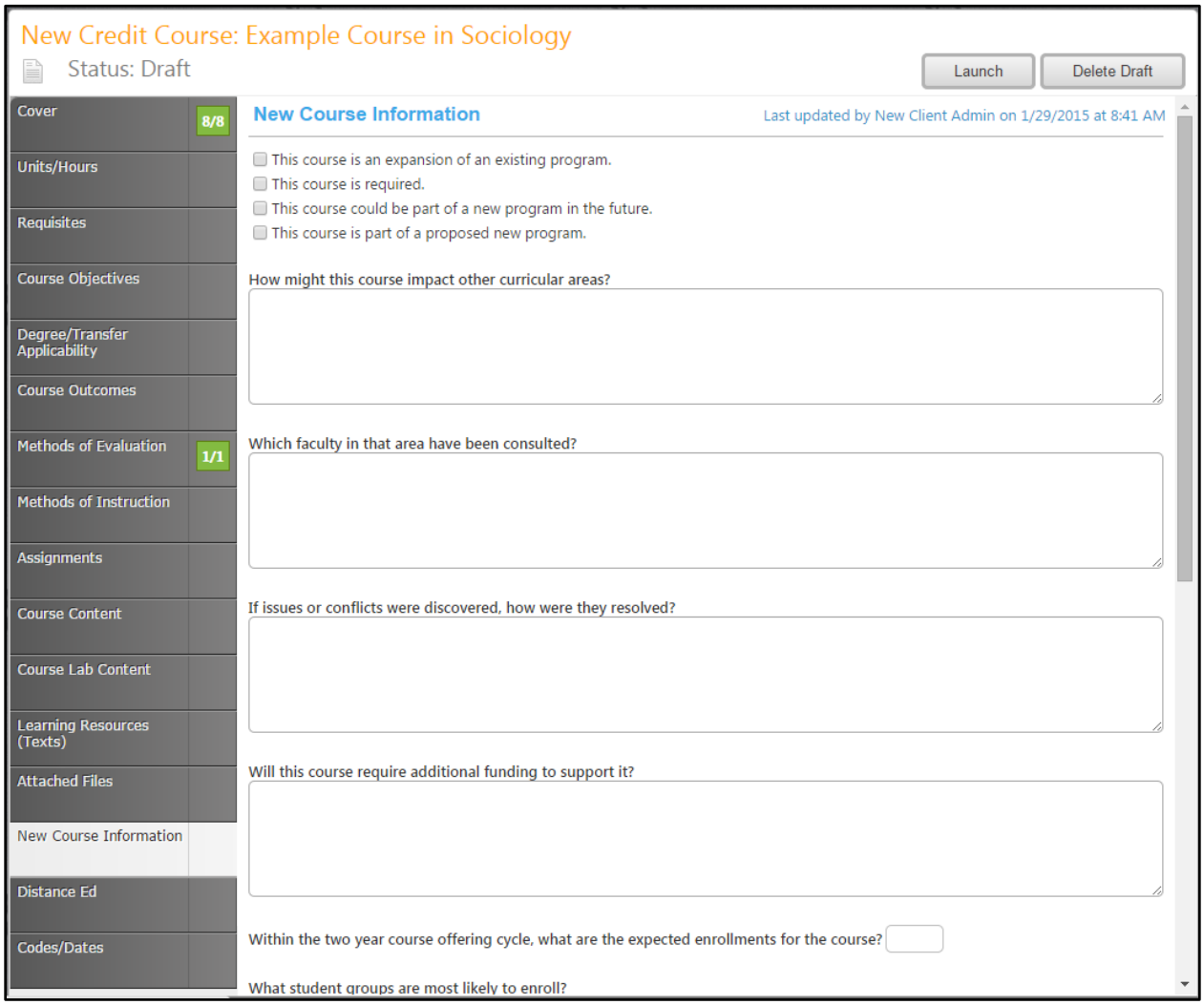
Review the files you selected, and then click “Upload files”.

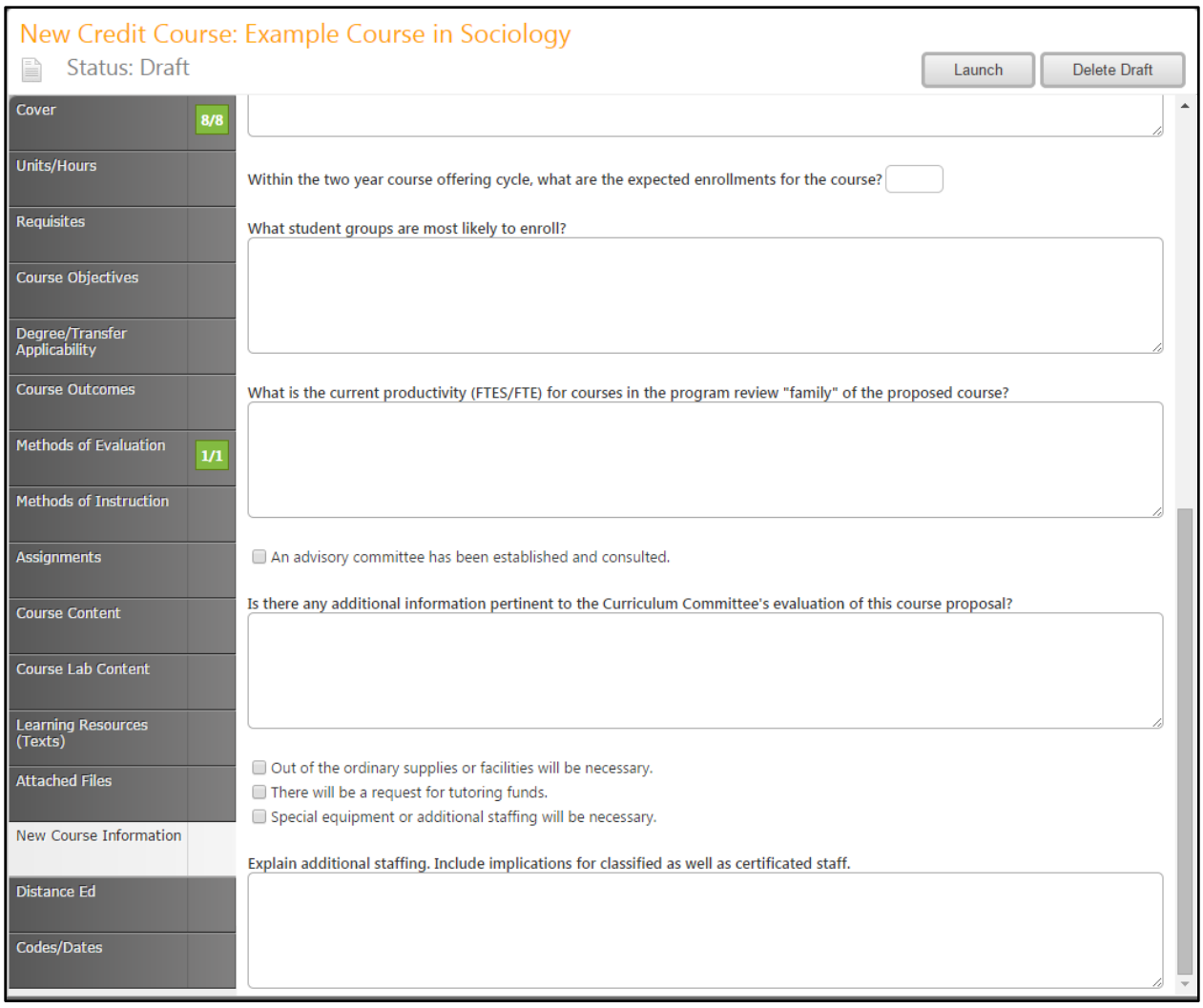

Attached Files
Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record.
Select...
Program Load template_Update...
Remove
Upload files
Attachments
There are no attachments to display. Press Select to browse for files to attach to this record.

You may rename, view, or delete files from this screen. Next, move to the “New Course Information“ section.

New Course Information

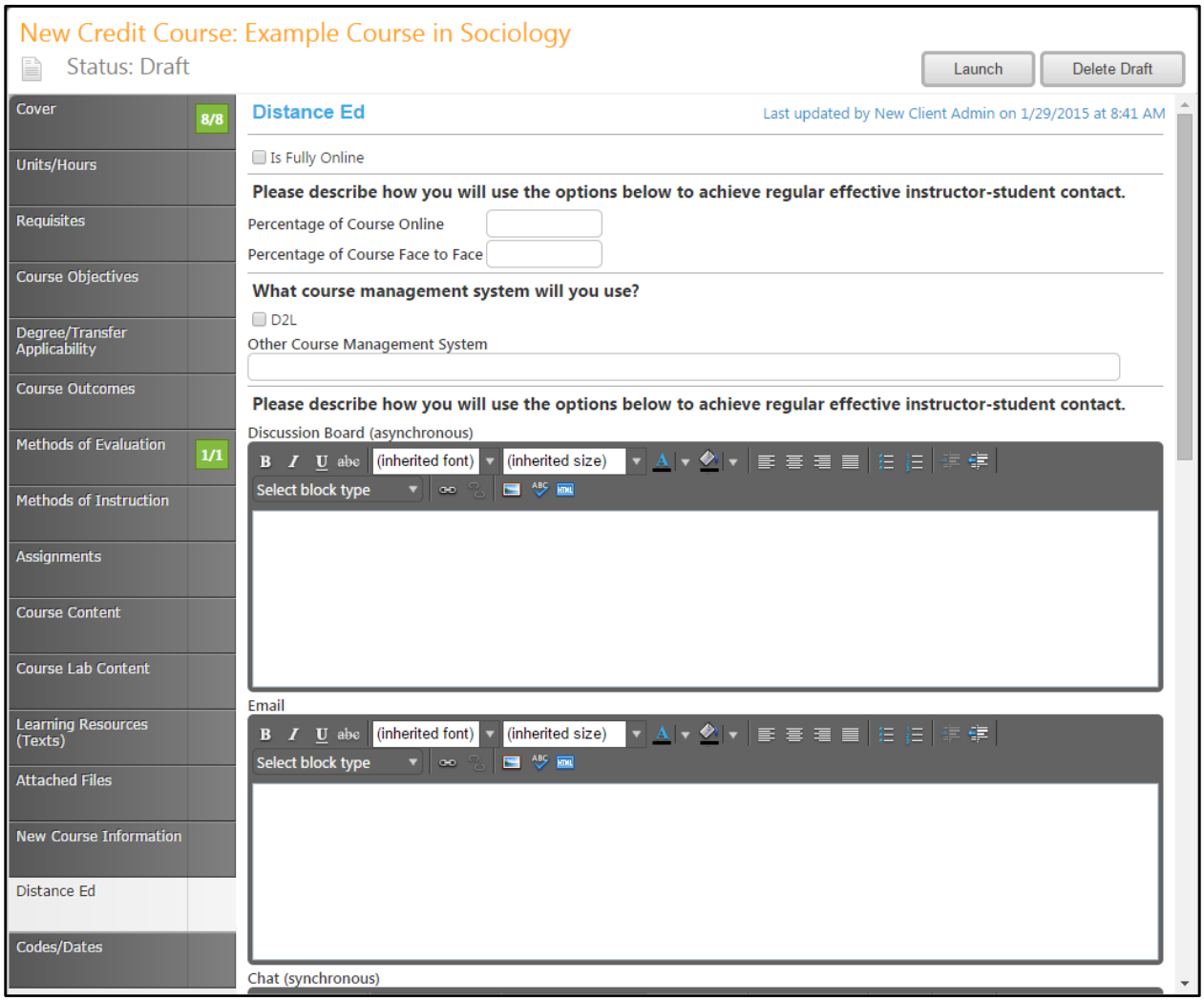
Complete the information about the new course. You will need to scroll down to view all fields. Save the information, then move to the "Distance Ed" section.

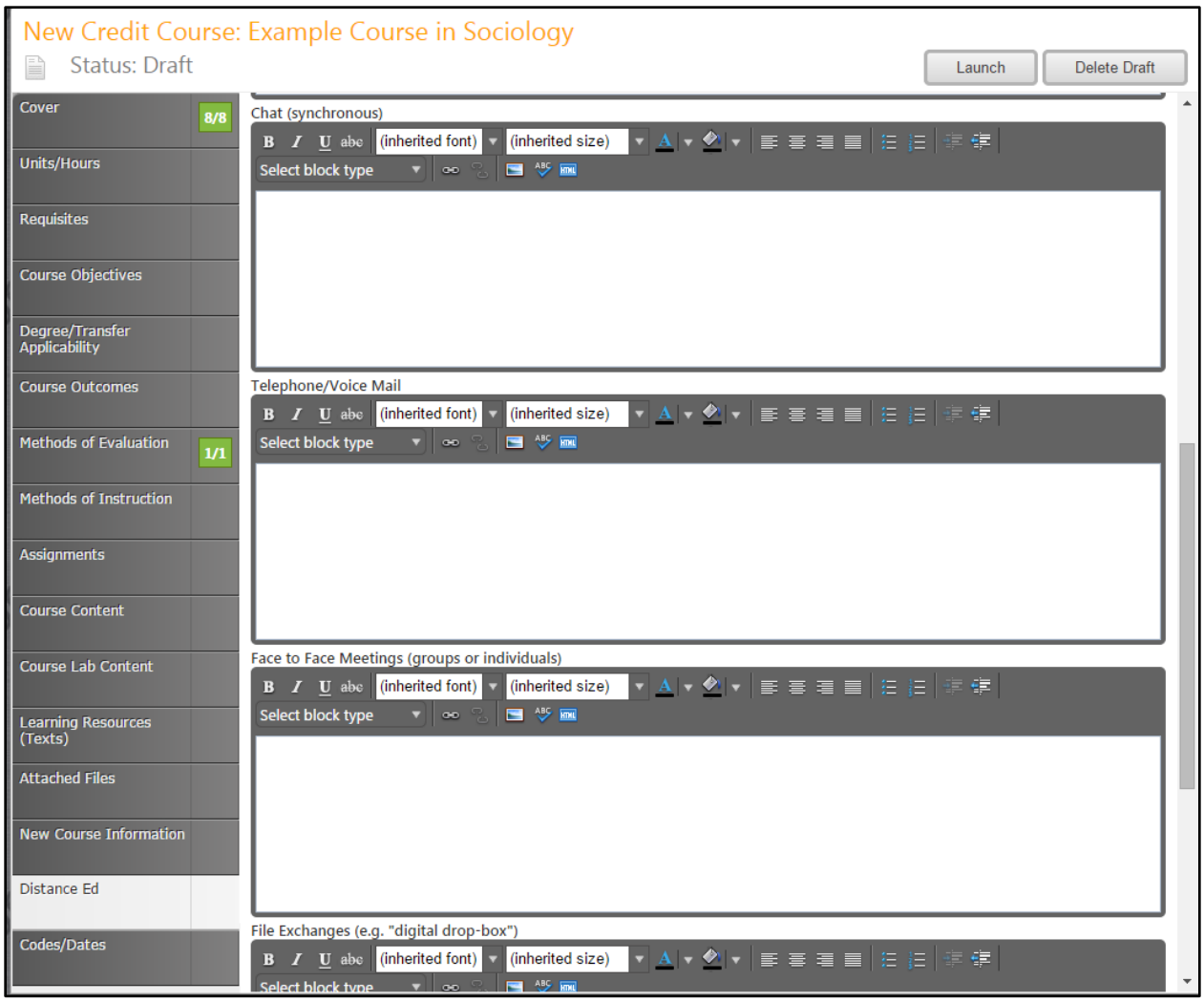

New Credit Course: Example Course in Sociology
Status: Draft
Launch
Delete Draft
Cover
8/8
Units/Hours
Requisites
Course Objectives
Degree/Transfer Applicability
Course Outcomes
Methods of Evaluation
1/1
Methods of Instruction
Assignments
Course Content
Course Lab Content
Learning Resources (Texts)
Attached Files
New Course Information
Distance Ed
Codes/Dates
New Course Information
Last updated by New Client Admin on 1/29/2015 at 8:41 AM
This course is an expansion of an existing program.
This course is required.
This course could be part of a new program in the future.
This course is part of a proposed new program.
How might this course impact other curricular areas?
Which faculty in that area have been consulted?
If issues or conflicts were discovered, how were they resolved?
Will this course require additional funding to support it?
Within the two year course offering cycle, what are the expected enrollments for the course?
What student groups are most likely to enroll?


New Credit Course: Example Course in Sociology
Status: Draft
Launch
Delete Draft
Cover
8/8
Units/Hours
Requisites
Course Objectives
Degree/Transfer Applicability
Course Outcomes
Methods of Evaluation
1/1
Methods of Instruction
Assignments
Course Content
Course Lab Content
Learning Resources (Texts)
Attached Files
New Course Information
Distance Ed
Codes/Dates
Within the two year course offering cycle, what are the expected enrollments for the course?
What student groups are most likely to enroll?
What is the current productivity (FTES/FTE) for courses in the program review "family" of the proposed course?
An advisory committee has been established and consulted.
Is there any additional information pertinent to the Curriculum Committee's evaluation of this course proposal?
Out of the ordinary supplies or facilities will be necessary.
There will be a request for tutoring funds.
Special equipment or additional staffing will be necessary.
Explain additional staffing. Include implications for classified as well as certificated staff.

Distance Ed

Enter any information on online or distance learning components of this course. You will need to scroll down to view all fields. These text boxes have editing tools, if needed. Provide as much detail as possible, and then move to the "Codes/Dates" section of the proposal.

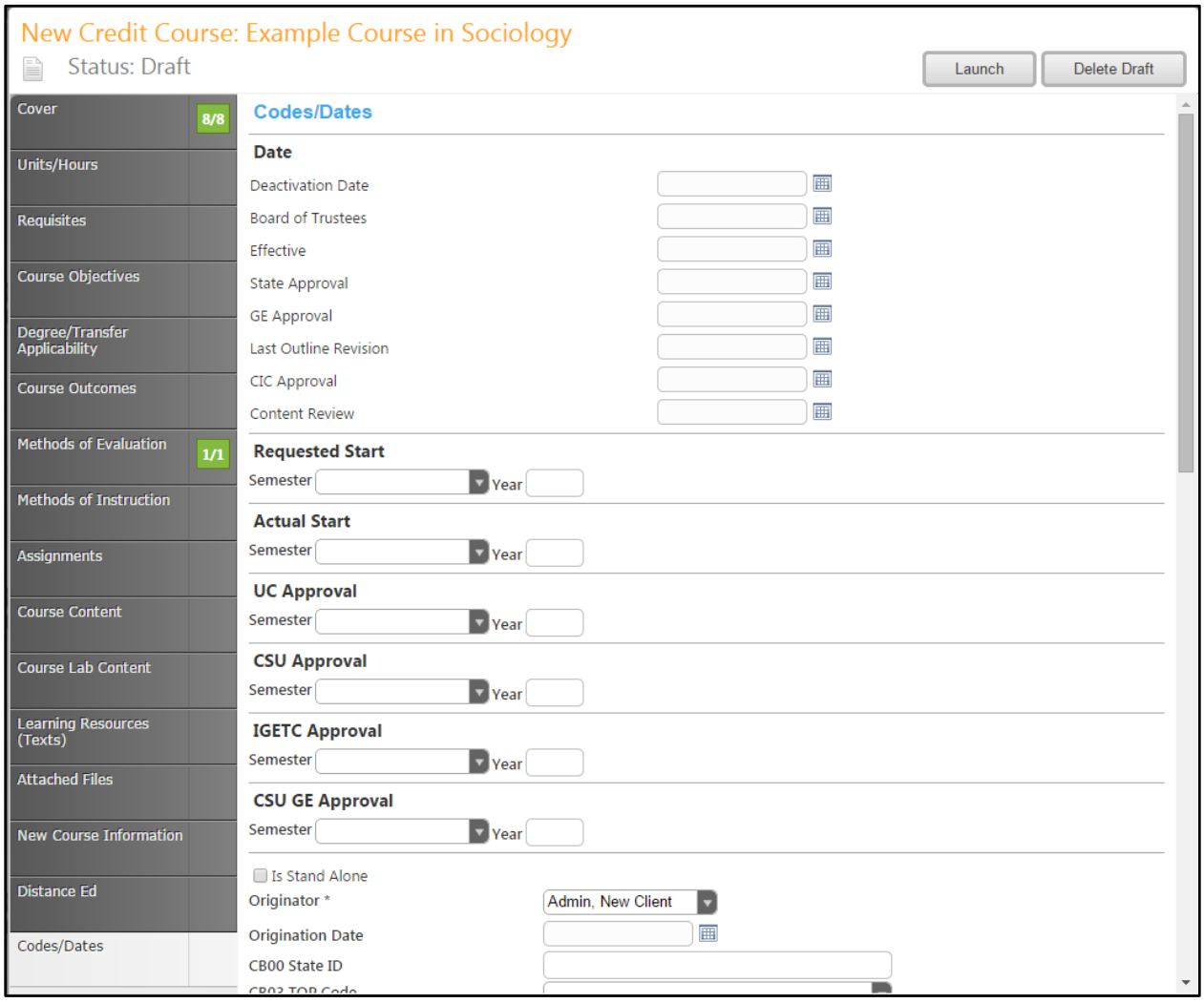



New Credit Course: Example Course in Sociology
Status: Draft
Launch
Delete Draft
Cover
8/8
Units/Hours
Requisites
Course Objectives
Degree/Transfer Applicability
Course Outcomes
Methods of Evaluation
1/1
Methods of Instruction
Assignments
Course Content
Course Lab Content
Learning Resources (Texts)
Attached Files
New Course Information
Distance Ed
Codes/Dates
Chat (synchronous)
Telephone/Voice Mail
Face to Face Meetings (groups or individuals)
File Exchanges (e.g. "digital drop-box")
(inherited font)
(inherited size)
Select block type

Course Outcomes
Methods of Evaluation
1/1
Methods of Instruction
Assignments
Course Content
Course Lab Content
Learning Resources (Texts)
Attached Files
New Course Information
Distance Ed
Codes/Dates
File Exchanges (e.g. "digital drop-box")
Other
(inherited font)
(inherited size)
Select block type

Codes/Dates

The “Codes/Dates” section can only be completed by selecting dates from the calendar icons next to the text boxes. The Semesters can be selected by using the drop down menus.



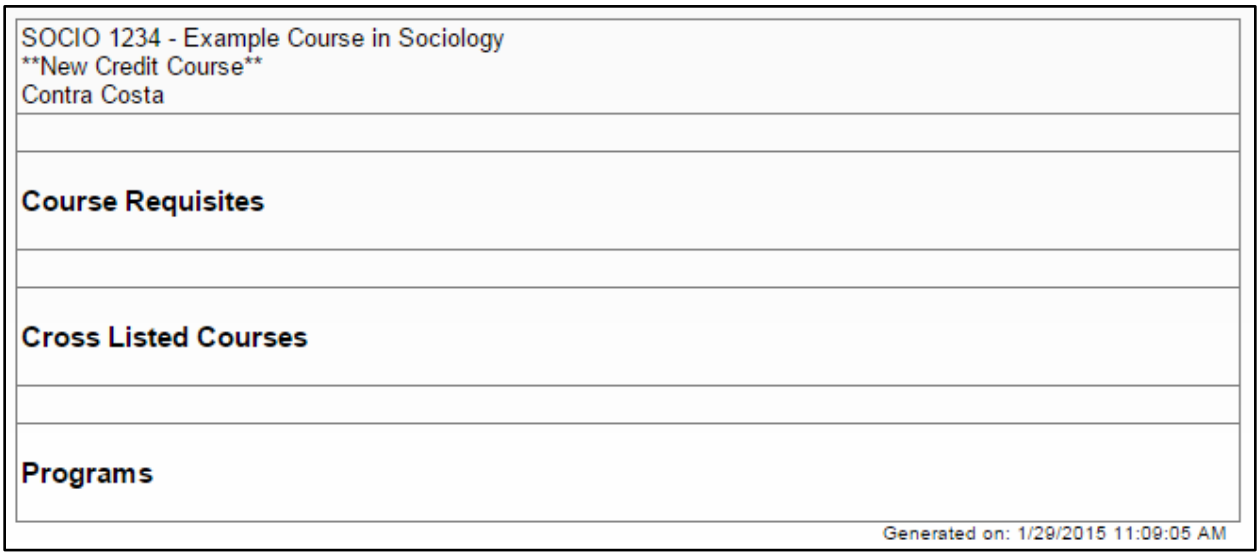
The Codes/Dates section is the last section of the proposal. You may wish to review the proposal before moving it into the approval process. You may do this by moving back through the tabs, or by viewing proposal reports.

Reports

To view proposal reports, from any page in the proposal, click the page icon under the course title at the top of the page.

Select the report you wish to view from the dropdown menu. Each report will open in a new tab within your internet browser.

The "Impact" Report summarizes interactions between this course and other courses and programs within the college.


SOCIO 1234 - Example Course in Sociology
New Credit Course
Contra Costa

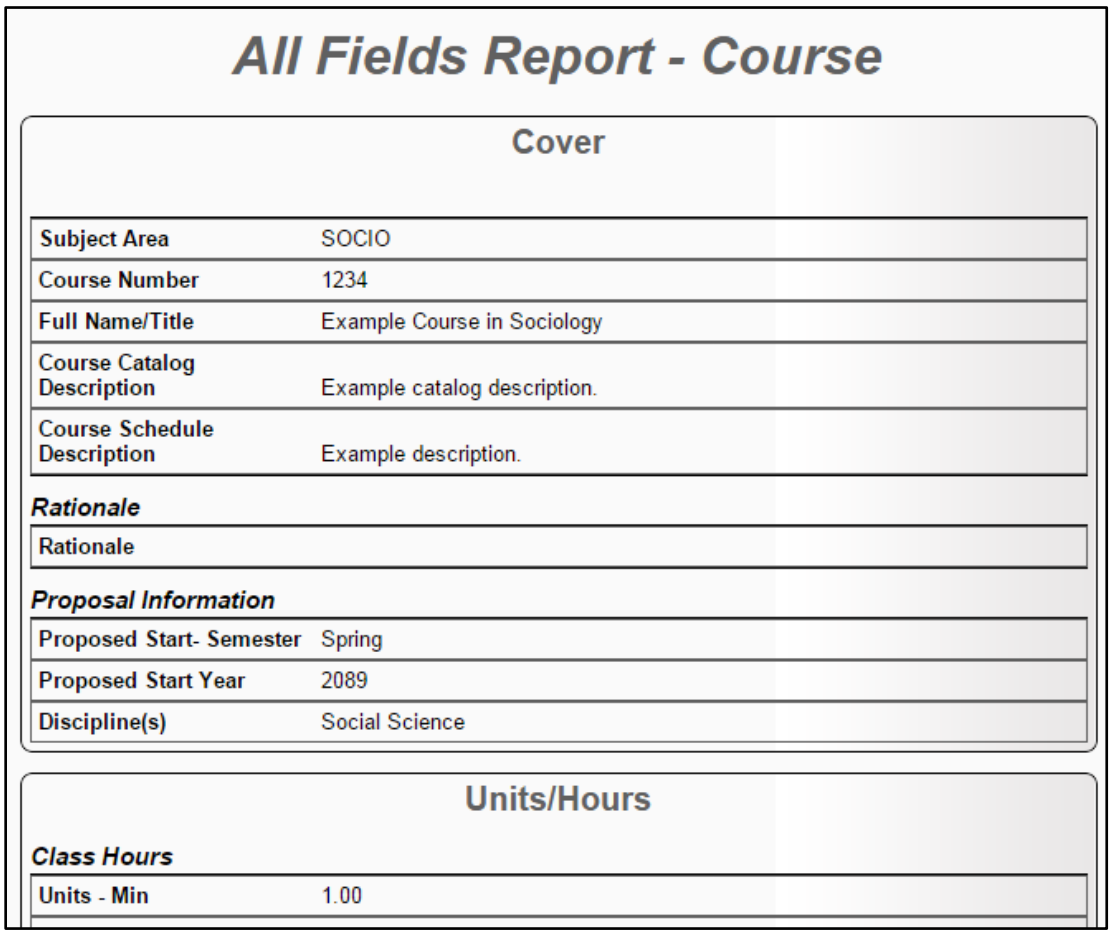
Course Requisites

Cross Listed Courses

Programs

Generated on: 1/29/2015 11:09:05 AM

The “All Fields” Report summarizes all information and fields in the proposal.



All Fields Report - Course

Cover

Subject Area	SOCIO
Course Number	1234
Full Name/Title	Example Course in Sociology
Course Catalog Description	Example catalog description.
Course Schedule Description	Example description.

Rationale

Rationale

Proposal Information

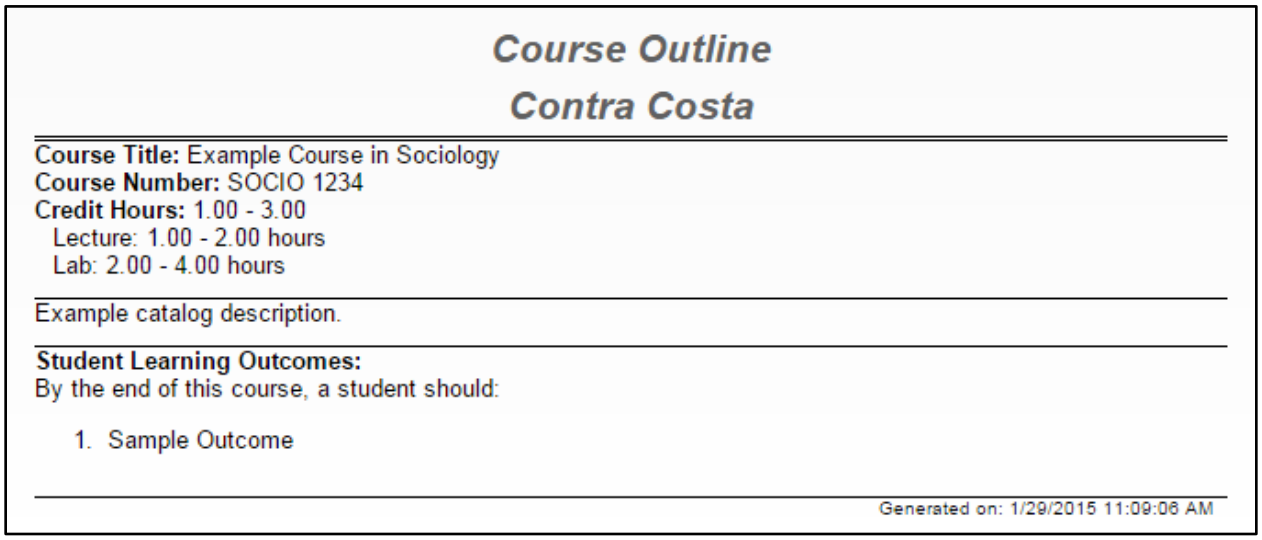
Proposed Start- Semester	Spring
Proposed Start Year	2089
Discipline(s)	Social Science

Units/Hours

Class Hours

Units - Min	1.00

The “Course Outline” Report shows the course as it might show in the course catalog.



Course Outline

Contra Costa

Course Title: Example Course in Sociology
Course Number: SOCIO 1234
Credit Hours: 1.00 - 3.00
Lecture: 1.00 - 2.00 hours
Lab: 2.00 - 4.00 hours

Example catalog description.

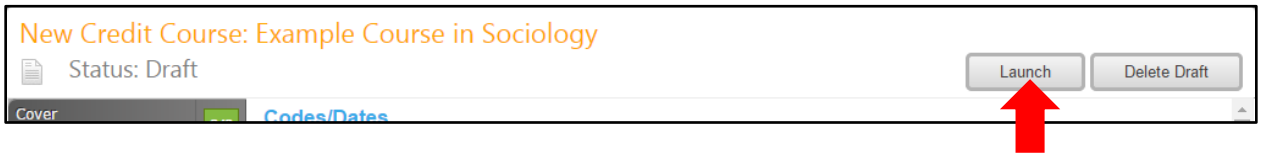
Student Learning Outcomes:
By the end of this course, a student should:

1. Sample Outcome

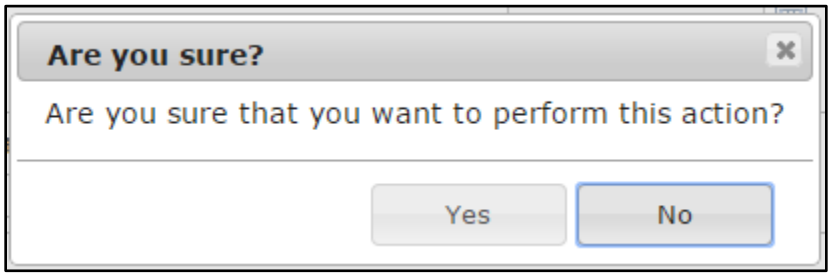
Generated on: 1/29/2015 11:09:06 AM

Proposal Launch

To move a proposal into the approval process, from any page within the proposal, click “Launch”. You may also click “Delete Draft” to delete the proposal draft.

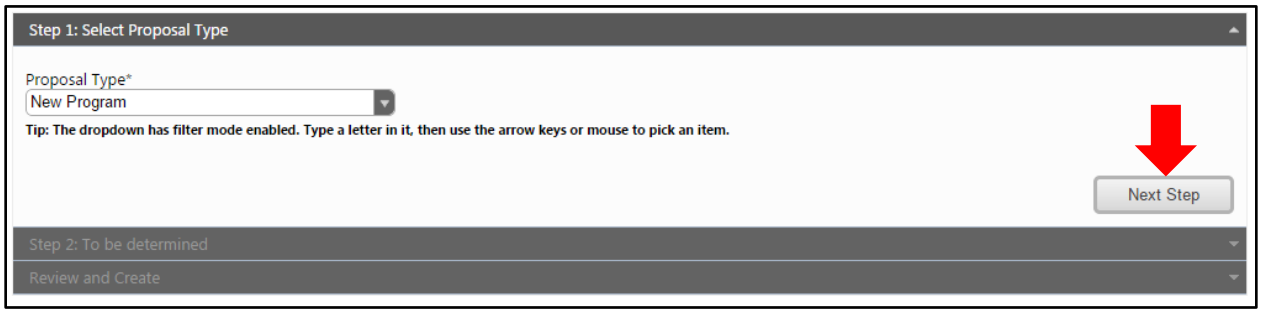


You will be asked to confirm your choice, as both actions are permanent and nonreversible.

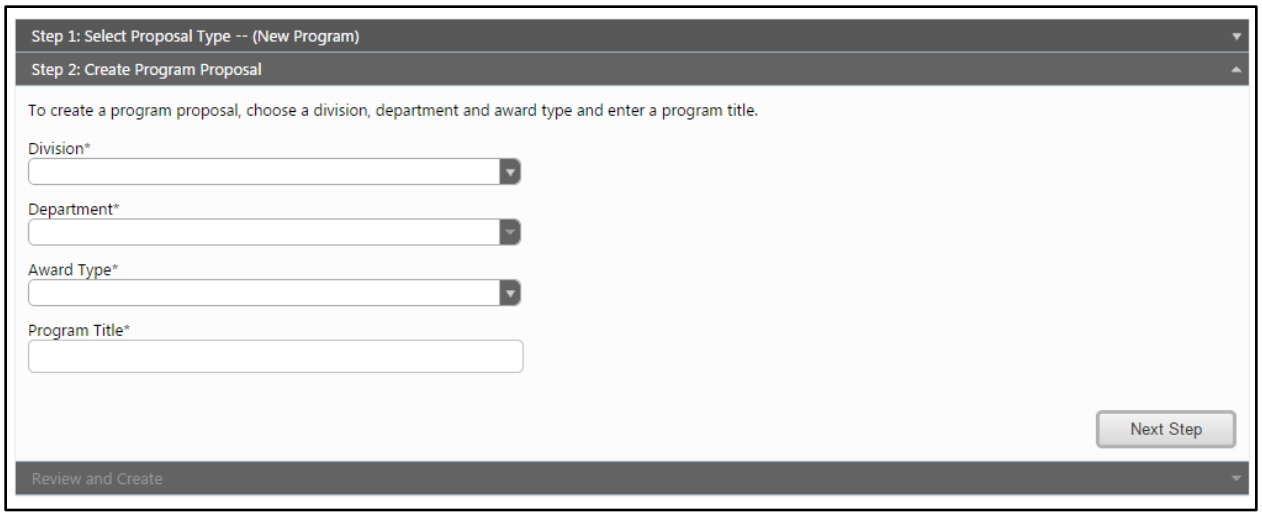


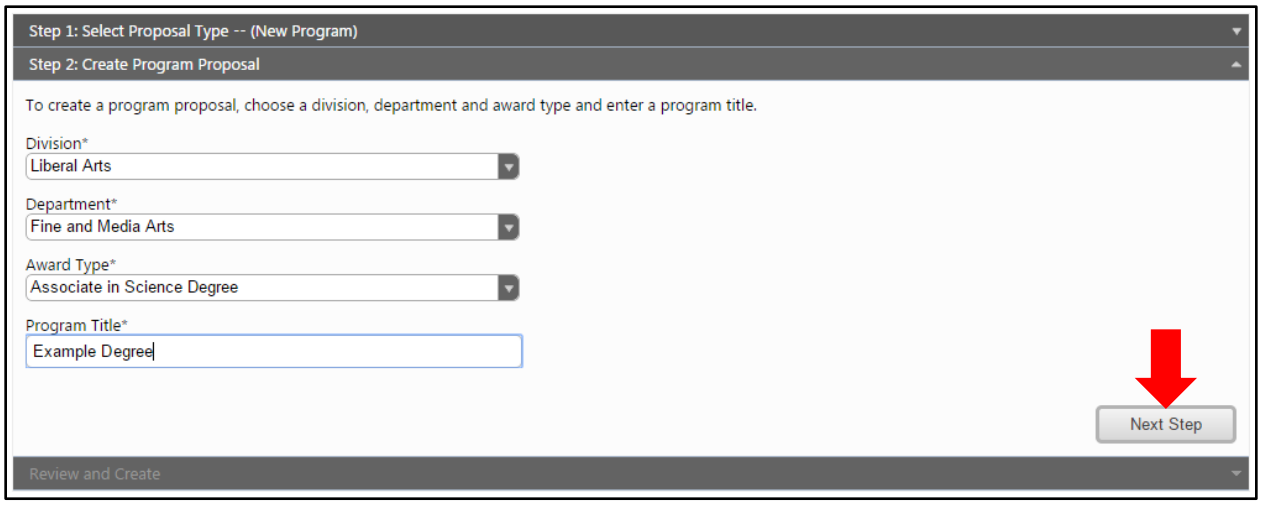
New Program Proposal

To create a "New Program" Proposal, in Step 1 of the Create Proposal process, select "New Program" from the Proposal Type dropdown menu, then click "Next Step".

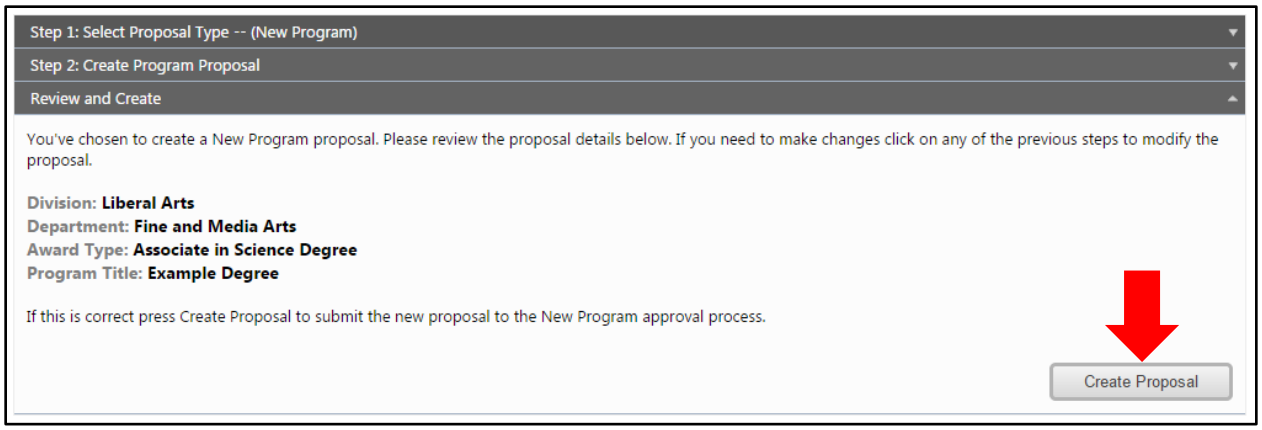

Step 1: Select Proposal Type
Proposal Type*
New Program
Tip: The dropdown has filter mode enabled. Type a letter in it, then use the arrow keys or mouse to pick an item.
Next Step
Step 2: To be determined
Review and Create

In Step 2, select the Division, Department, and Award Type from the dropdown menus. Enter the Program Title in the text box, then click "Next Step". In this example, we will be using the "Associate in Science Degree" Award Type, but the process is the same for all programs.


Step 1: Select Proposal Type -- (New Program)
Step 2: Create Program Proposal
To create a program proposal, choose a division, department and award type and enter a program title.
Division*
Department*
Award Type*
Program Title*
Next Step
Review and Create


Step 1: Select Proposal Type -- (New Program)
Step 2: Create Program Proposal
To create a program proposal, choose a division, department and award type and enter a program title.
Division*
Liberal Arts
Department*
Fine and Media Arts
Award Type*
Associate in Science Degree
Program Title*
Example Degree
Next Step
Review and Create

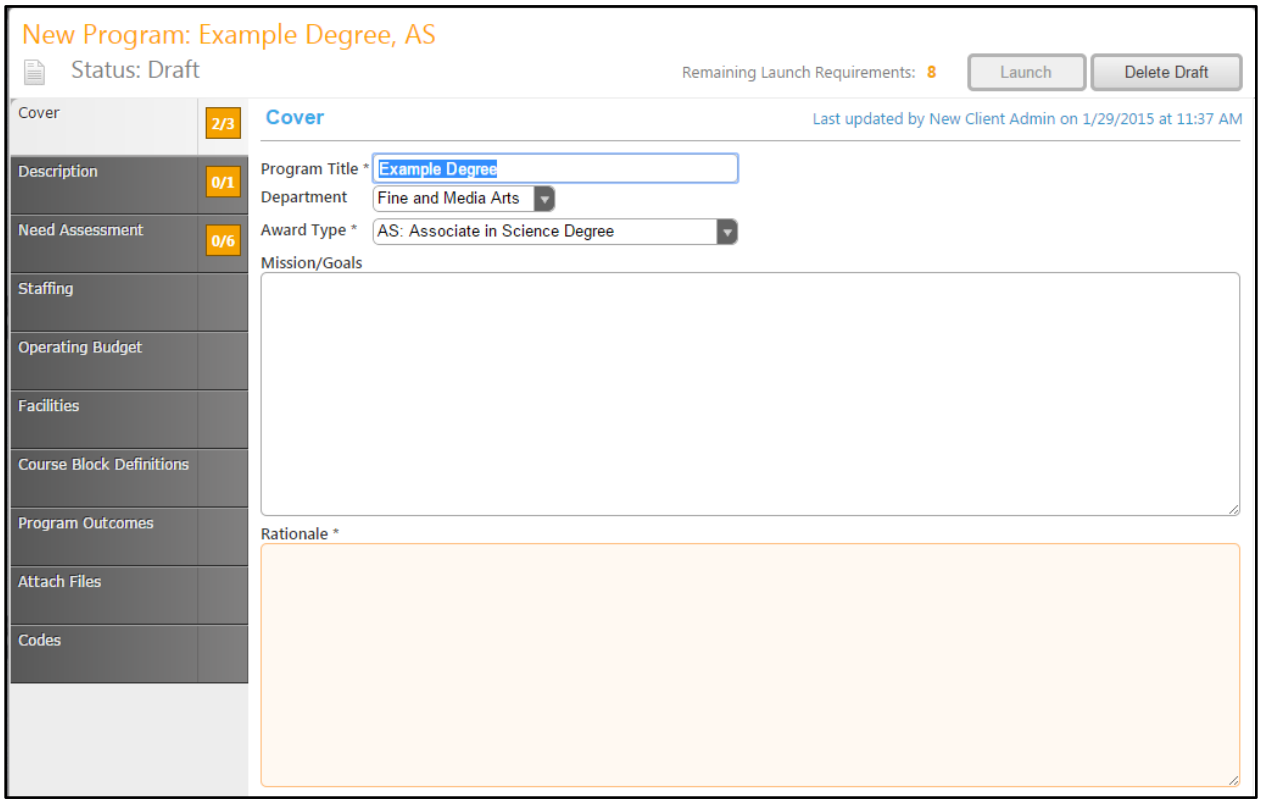
In Step 3 of the Create Proposal process, review the program information. If changes are required, click on any previous step to make edits. If the program information is correct, click “Create Proposal”.


Step 1: Select Proposal Type -- (New Program)
Step 2: Create Program Proposal
Review and Create
You've chosen to create a New Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.
Division: Liberal Arts
Department: Fine and Media Arts
Award Type: Associate in Science Degree
Program Title: Example Degree
If this is correct press Create Proposal to submit the new proposal to the New Program approval process.
Create Proposal

You will move between proposal sections using the dark gray tabs on the left of the page. Proposal Sections with mandatory fields required for launch will have an orange box 1/2 on its dark gray tab. When the fields have been completed and, the box will turn green 4/4. Throughout the proposal, you will only be prompted to save when changes have been made.

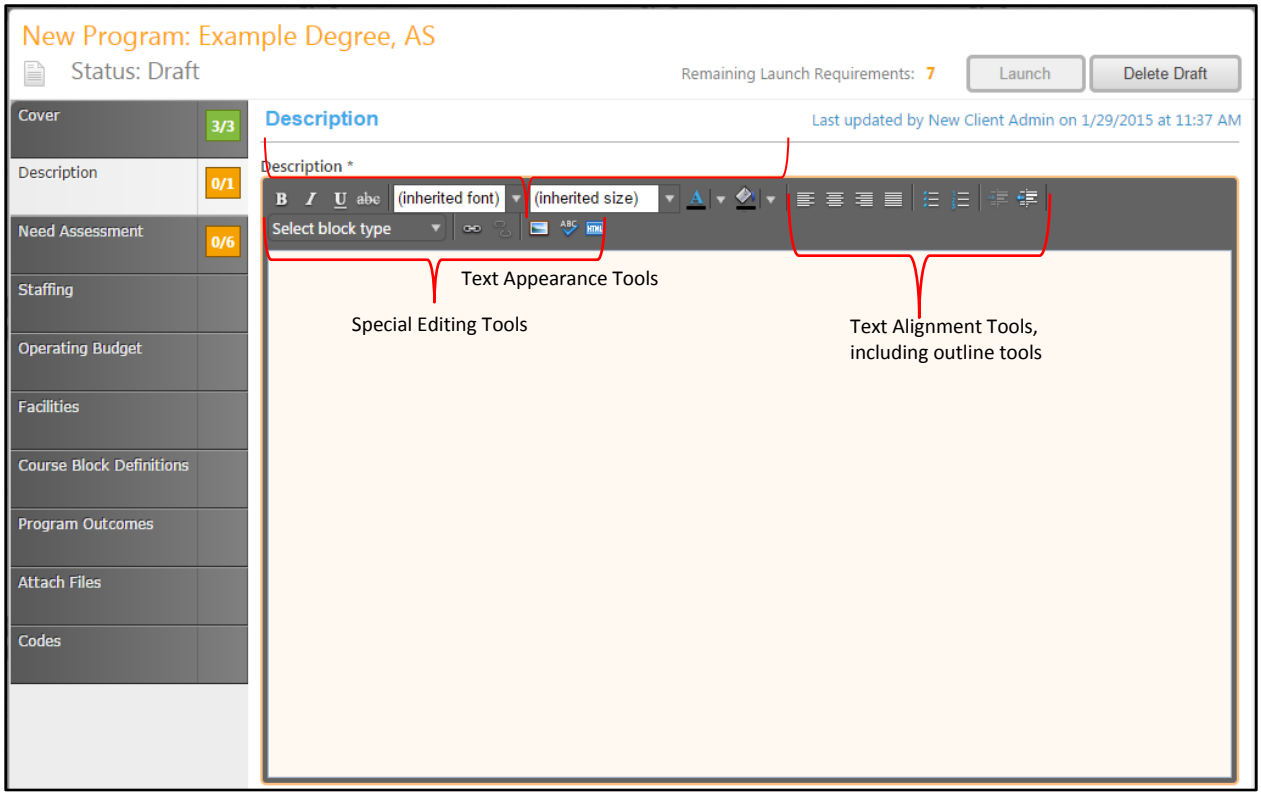
Cover

In the “Cover” section of the course proposal, enter the Mission/Goals of the proposed program and the Rationale of the program. Required fields (such as the Rationale) are marked with an *. Save this information, then move to the “Description” tab.



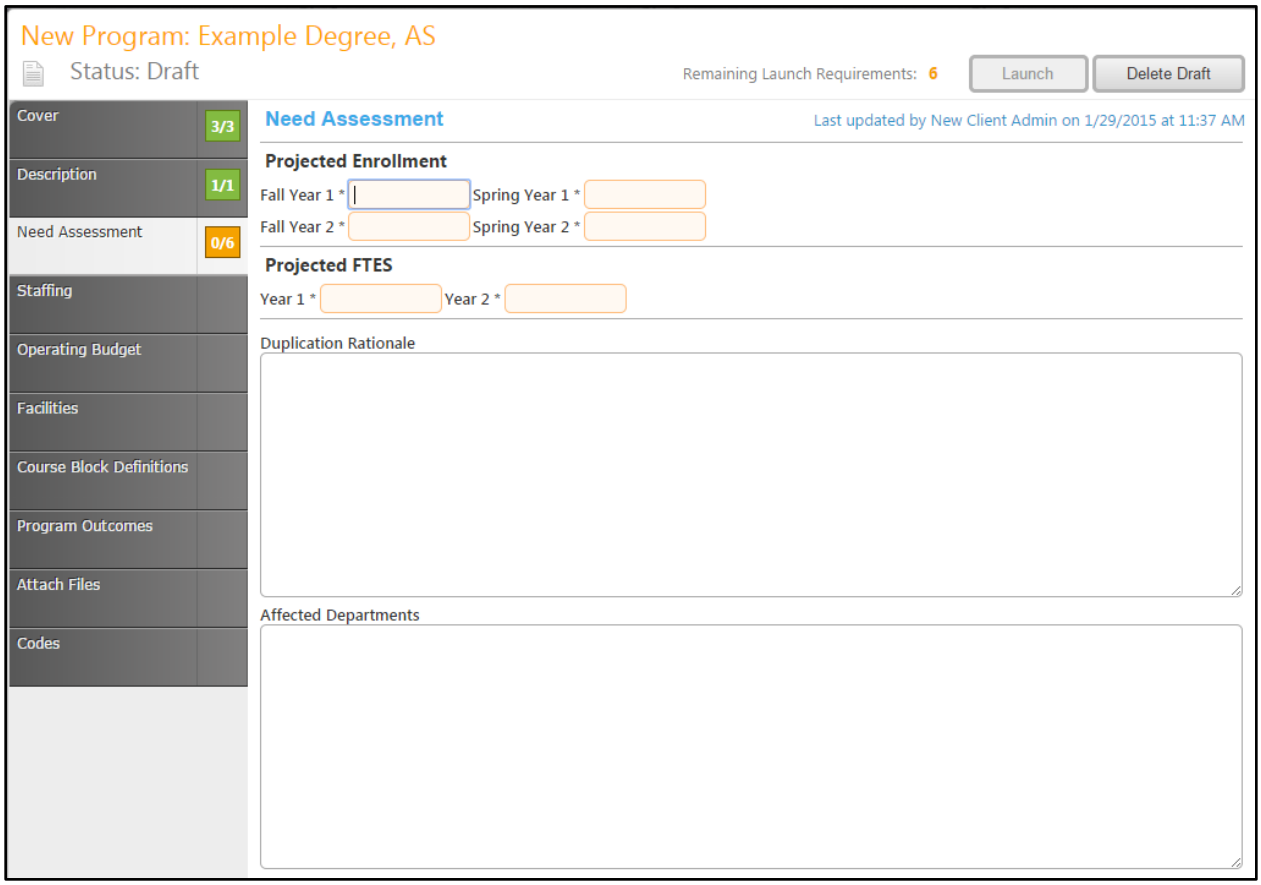
Description

In the “Description” section, enter the program description in the text box. The Description text box contains formatting tools, allowing you to, among other things, italicize text or format information into an outline. This field is required for proposal launch. Save the program description, then move to the “Need Assessment” tab.



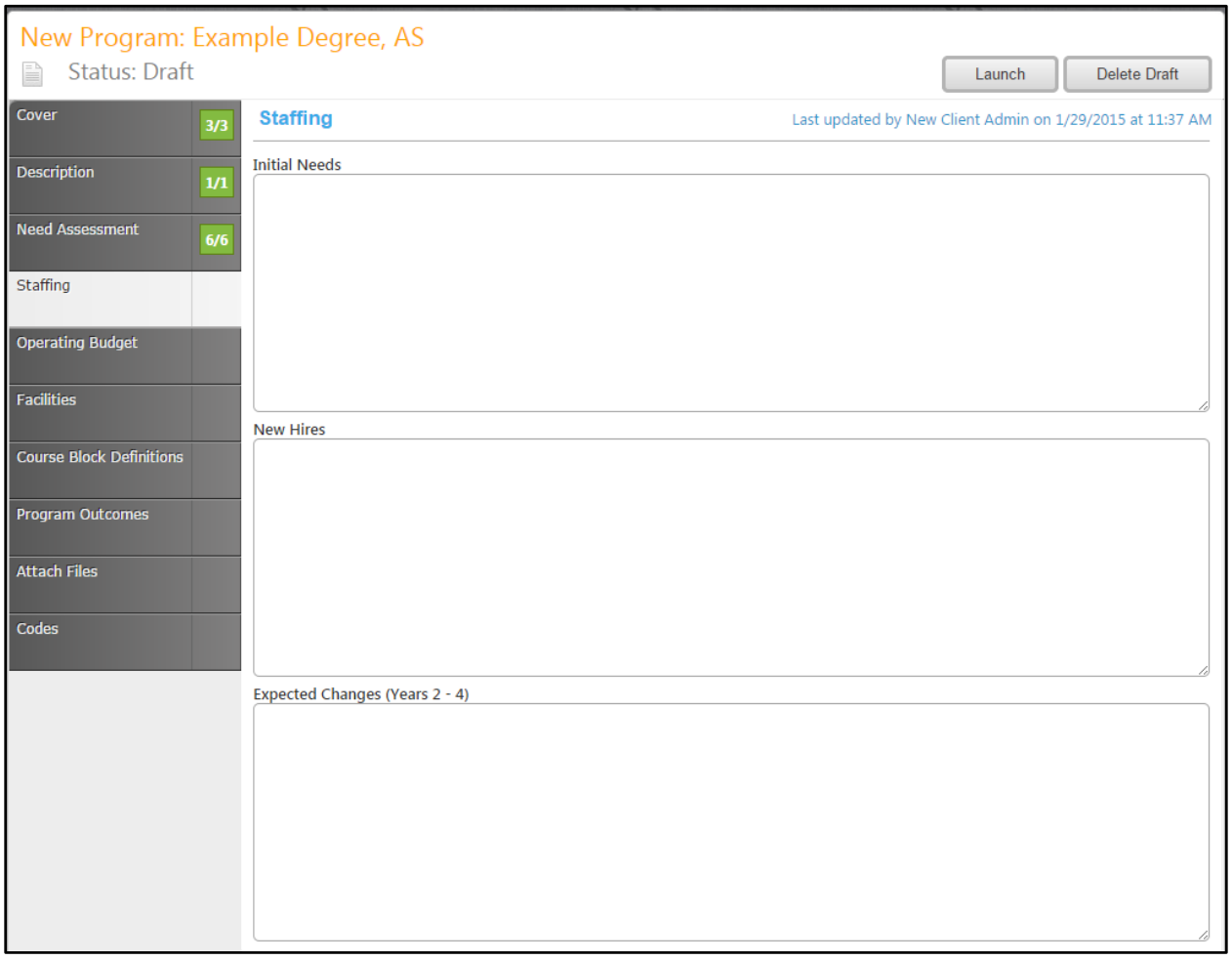
Need Assessment

In the “Need Assessment” section, enter the Projected Enrollment for the first two years of the program, and then enter the Projected FTES for the program. Enter the Duplication Rationale and Affected Departments into the text boxes, save the information, and move to the “Staffing” section.



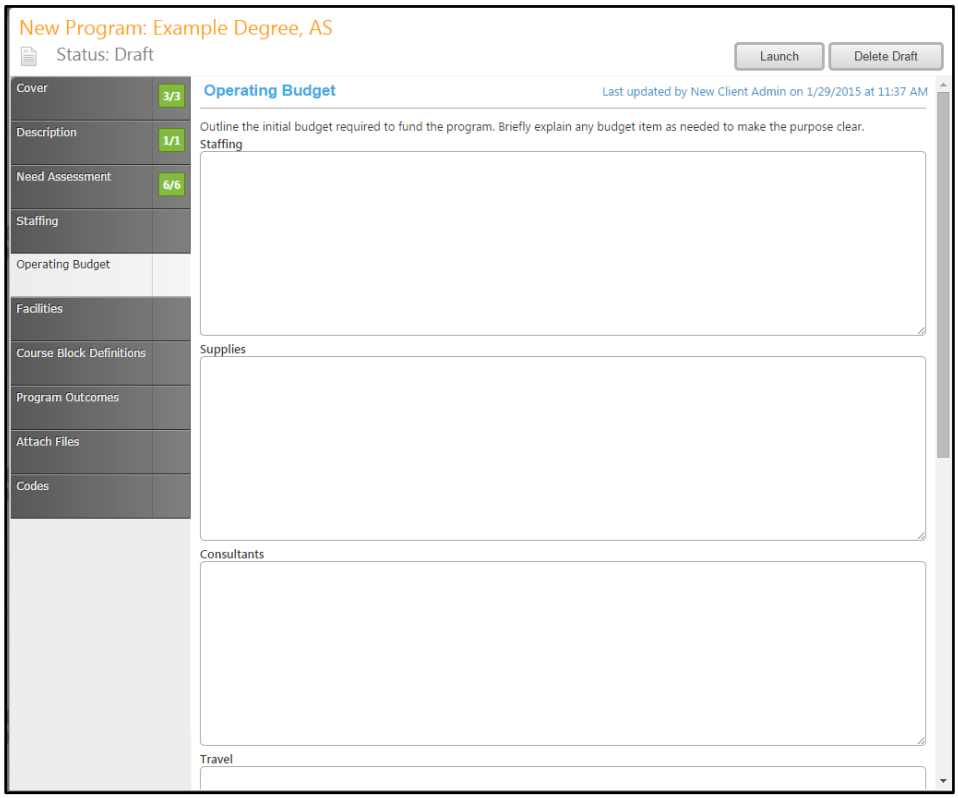
Staffing

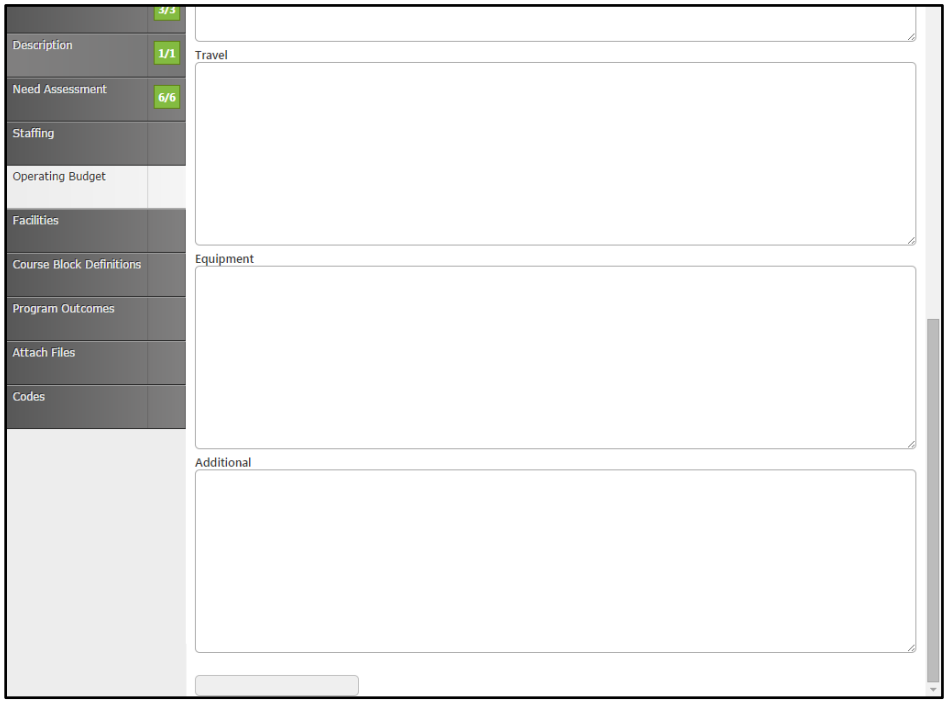
In the “Staffing” section, enter information about staff needs for this program. Save the information, then move to the “Operating Budget” tab.



Operating Budget

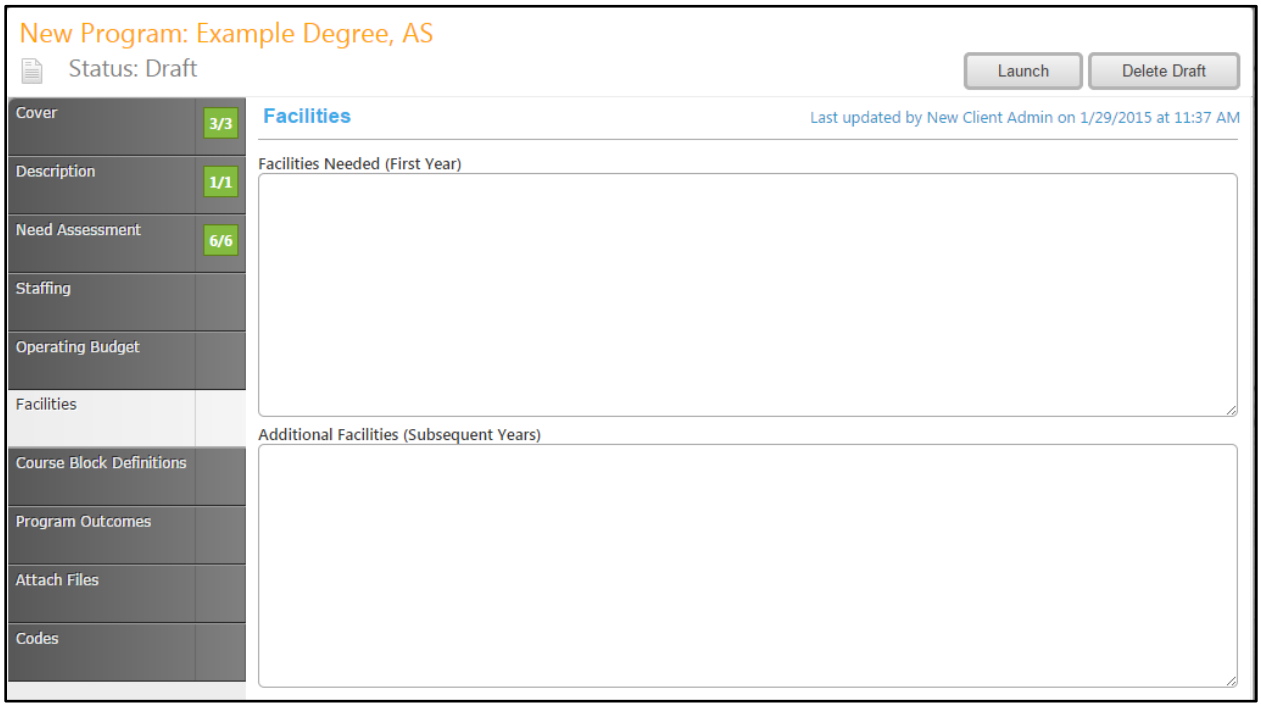
In the “Operating Budget” section, enter the budgetary needs for this new program. Provide as much information as possible to make the purposes clear. You will need to scroll down to view and complete all fields. Save the information, and then click the “Facilities” tab,





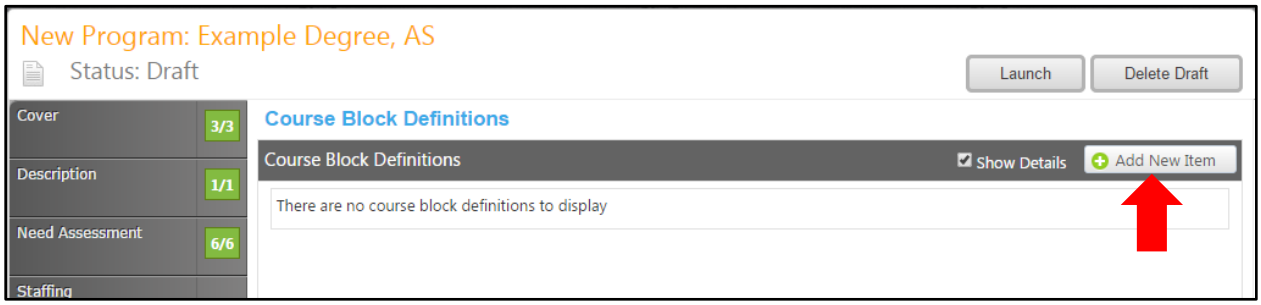
Facilities

In the “Facilities” section, provide information about the facilities needed for the program. After this section is complete save the information. Move to the “Course Block Definition”.

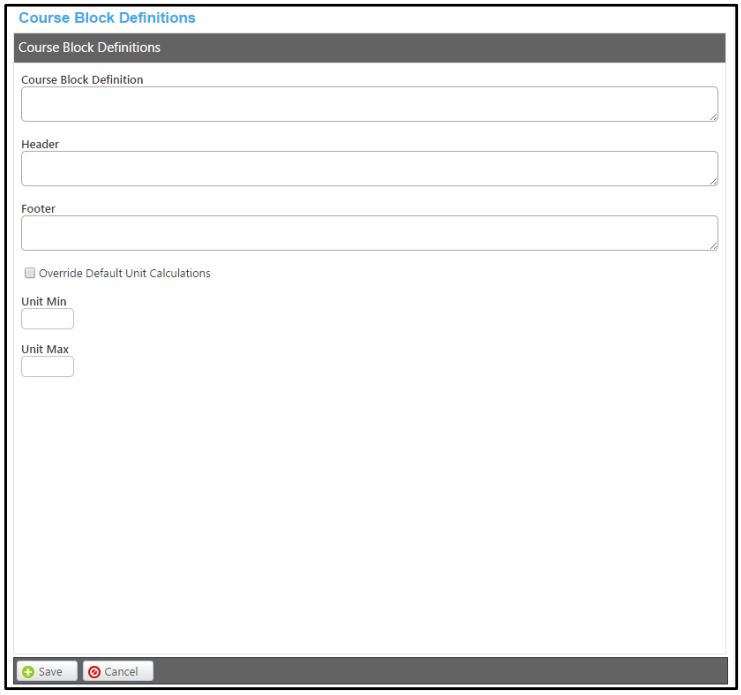


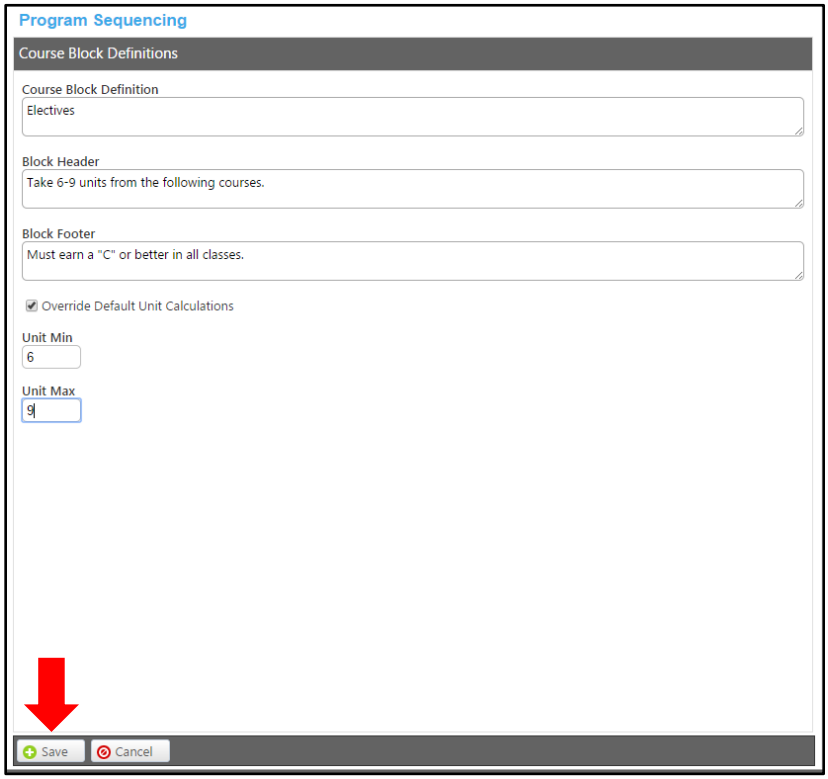
Course Block Definitions

In the “Course Block Definitions” section, you will add course blocks and courses and other requirements to the program. To add a course block, click “Add New Item”.

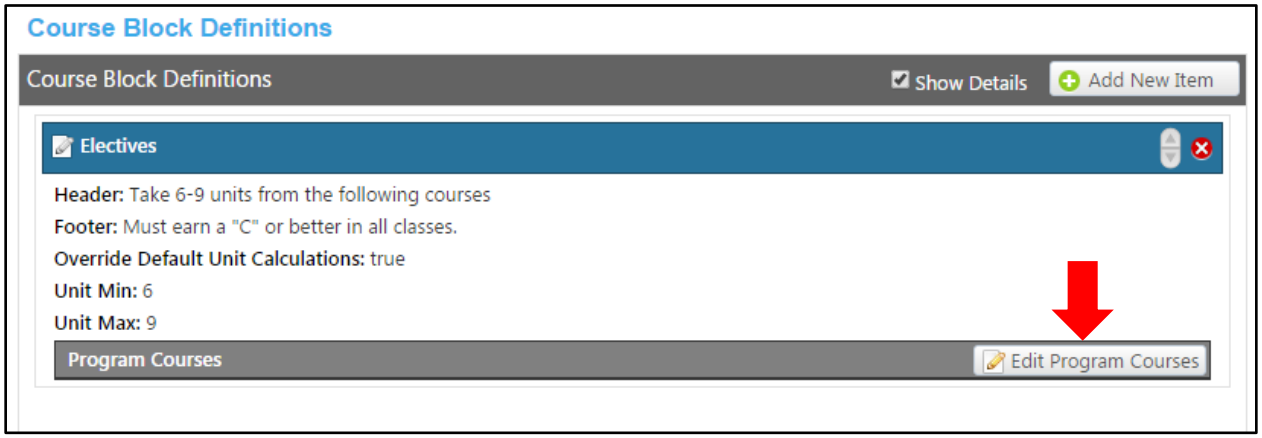


Enter the Course Block Definition, Header, and Footer in the text boxes. CurricUNET will automatically calculate the number of units in each block. If you wish to override this, for example, if a student is to take 6-9 units from a list of 15 3-unit courses, select the “Override Default Unit Calculations” checkbox, and enter the Unit Min and Unit Max. The Unit Max must always be greater than or equal to the Unit Min. Click “Save”.

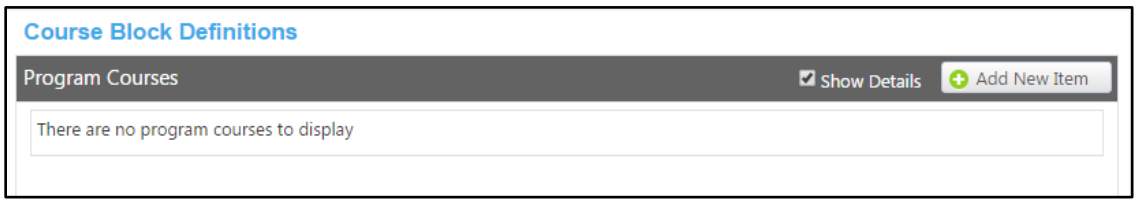




To add courses to a Course Block, select “Edit Program Courses”.

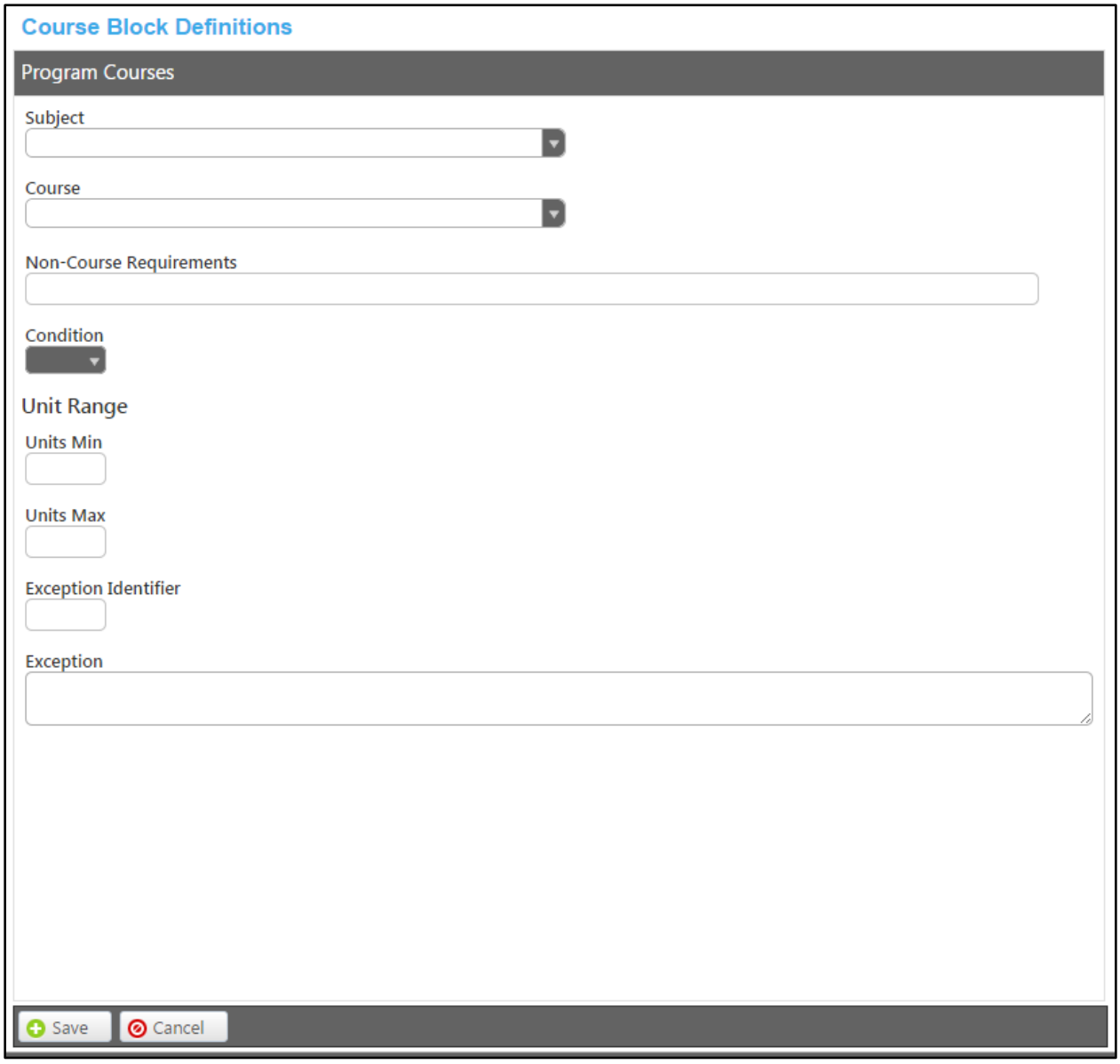


Click “Add New Item” to add a course or non-course requirement.

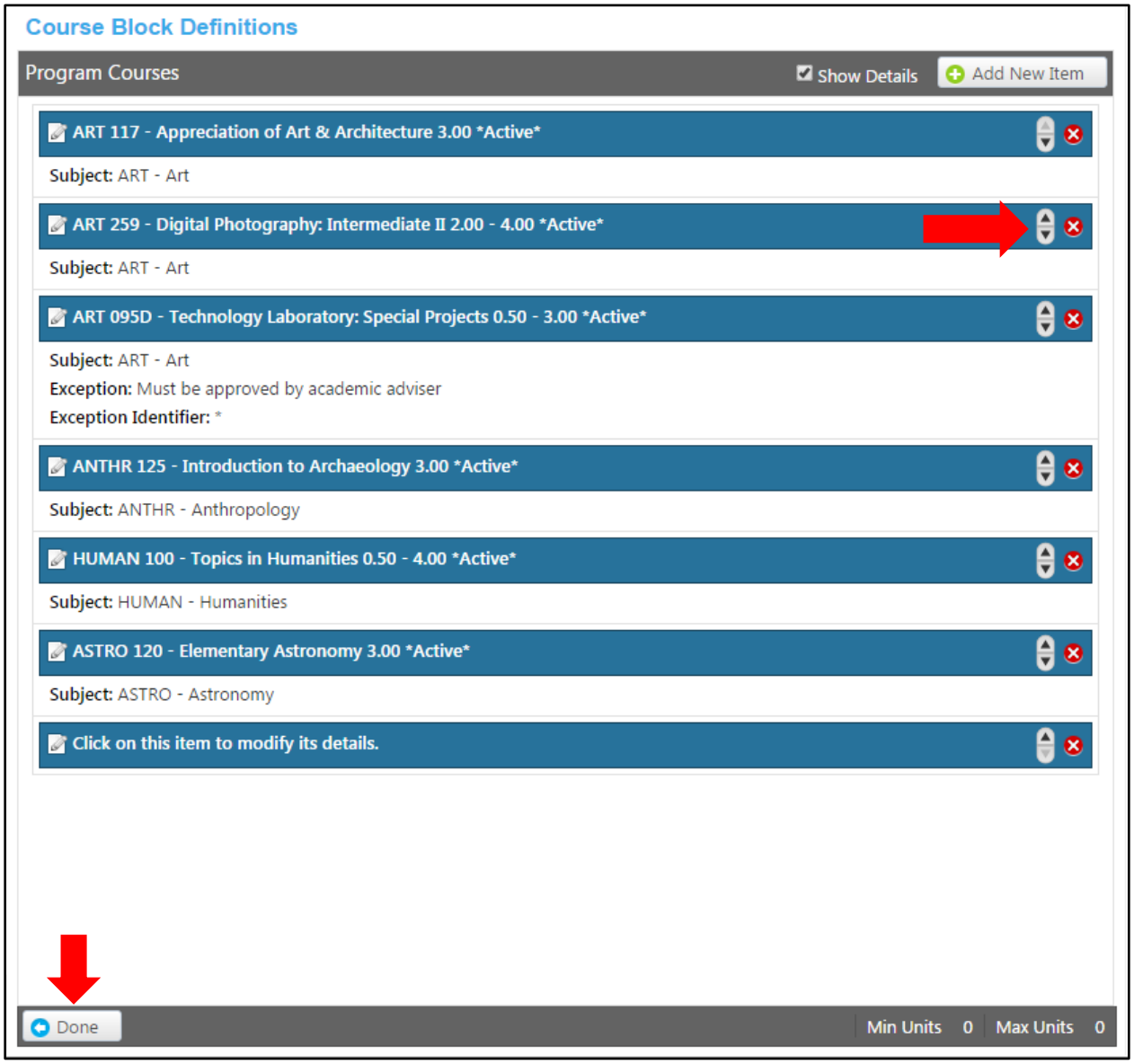


Use the dropdown menus to select the Subject and Course. Alternatively, if you wish to add a non-course requirement, enter it in the “Non-Course Requirements” text box. Use the Condition dropdown menu to select the requirement’s relationship to the next (“and” or “or”). If you are entering multiple requisites then the and/or condition applies to how this one relates to the next one that is entered. You are able to say that this requisite is required and the next one, or the next one.

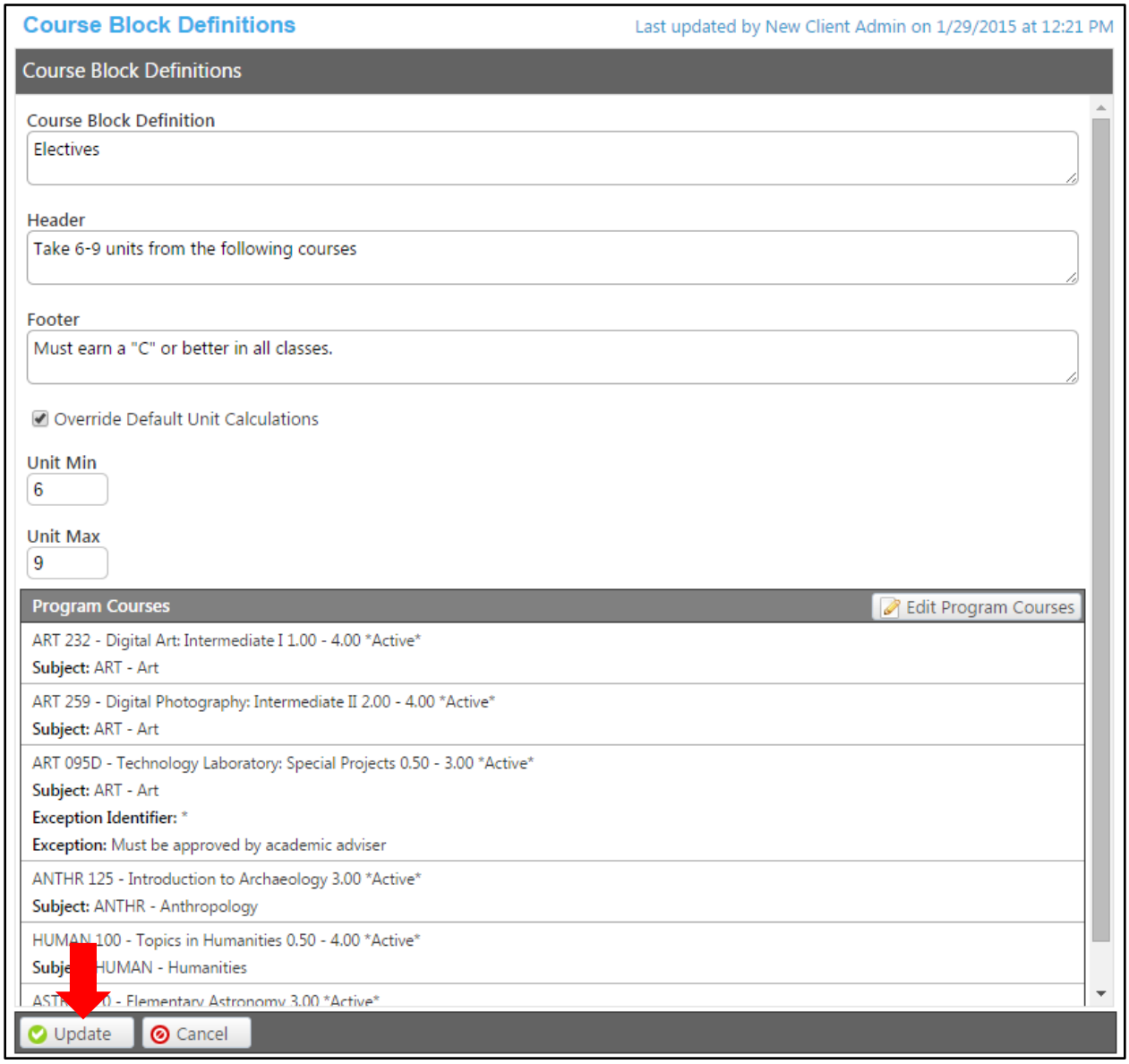
If a course is offered with multiple units, and you want to specify how many units are required to meet this course requirement, complete the “Units Low” and “Units High” text boxes with a numeric value. If a course has an exception, or special circumstance, enter a symbol or number in the “Exception Identifier” text box, and the text in the “Exception” text box. Use a different exception identifier for each exception in the course block.



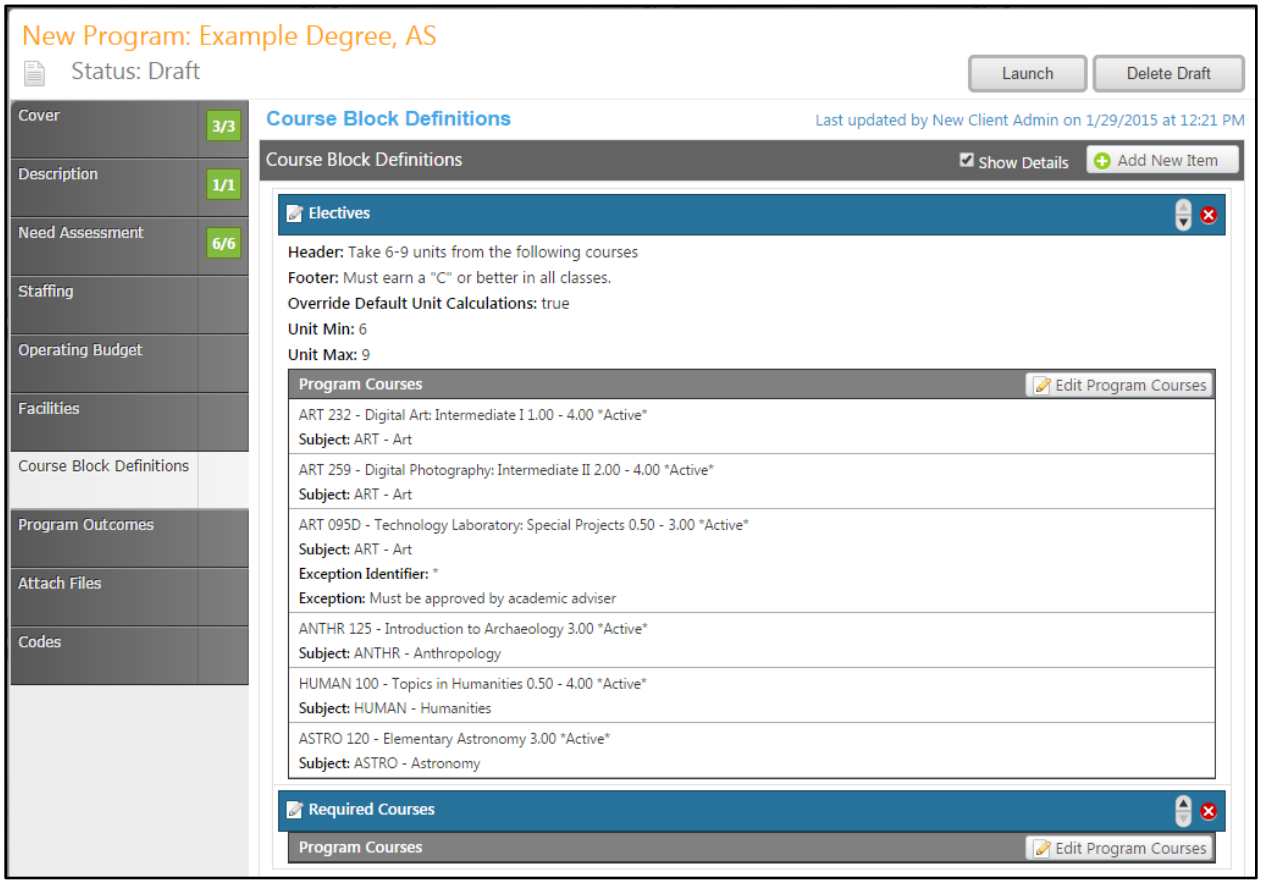
To edit a course or non-course requirement, click the blue bar. To reorder requirements, use the up and down arrows to the right of the blue bar. To remove a requirement, click the red “x” on the far right of the blue bar. When all requirements are added and in the correct order, click “Done”.


Course Block Definitions
Program Courses
Show Details
Add New Item
ART 117 - Appreciation of Art & Architecture 3.00 *Active*
Subject: ART - Art
ART 259 - Digital Photography: Intermediate II 2.00 - 4.00 *Active*
Subject: ART - Art
ART 095D - Technology Laboratory: Special Projects 0.50 - 3.00 *Active*
Subject: ART - Art
Exception: Must be approved by academic adviser
Exception Identifier: *
ANTHR 125 - Introduction to Archaeology 3.00 *Active*
Subject: ANTHR - Anthropology
HUMAN 100 - Topics in Humanities 0.50 - 4.00 *Active*
Subject: HUMAN - Humanities
ASTRO 120 - Elementary Astronomy 3.00 *Active*
Subject: ASTRO - Astronomy
Click on this item to modify its details.
Done
Min Units 0
Max Units 0

After adding all course/requirements for the course block, click “Update”.

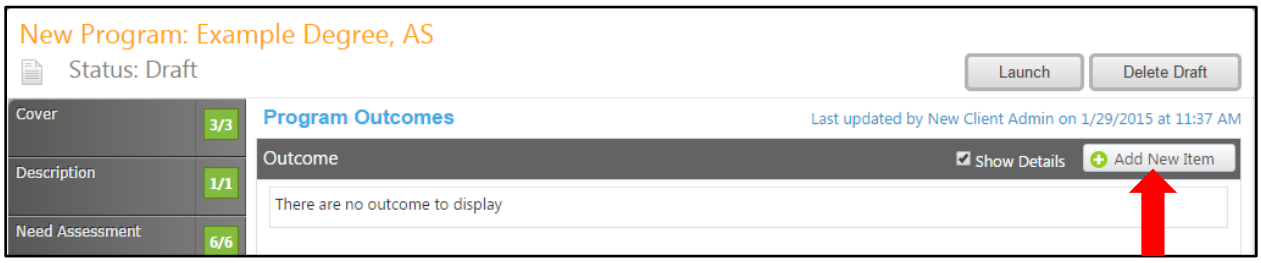

Course Block Definitions
Last updated by New Client Admin on 1/29/2015 at 12:21 PM
Course Block Definitions
Course Block Definition
Electives
Header
Take 6-9 units from the following courses
Footer
Must earn a "C" or better in all classes.
Override Default Unit Calculations
Unit Min
6
Unit Max
9
Program Courses
Edit Program Courses
ART 232 - Digital Art: Intermediate I 1.00 - 4.00 *Active*
Subject: ART - Art
ART 259 - Digital Photography: Intermediate II 2.00 - 4.00 *Active*
Subject: ART - Art
ART 095D - Technology Laboratory: Special Projects 0.50 - 3.00 *Active*
Subject: ART - Art
Exception Identifier: *
Exception: Must be approved by academic adviser
ANTHR 125 - Introduction to Archaeology 3.00 *Active*
Subject: ANTHR - Anthropology
HUMAN 100 - Topics in Humanities 0.50 - 4.00 *Active*
HUMAN - Humanities
Update
Cancel

To edit a course block, click the blue bar. To reorder blocks, use the up and down arrows to the right of the blue bar. To remove a block, click the red “x” on the far right of the blue bar. When all course blocks and their courses are added and in the correct order, click the “Program Outcomes” tab.

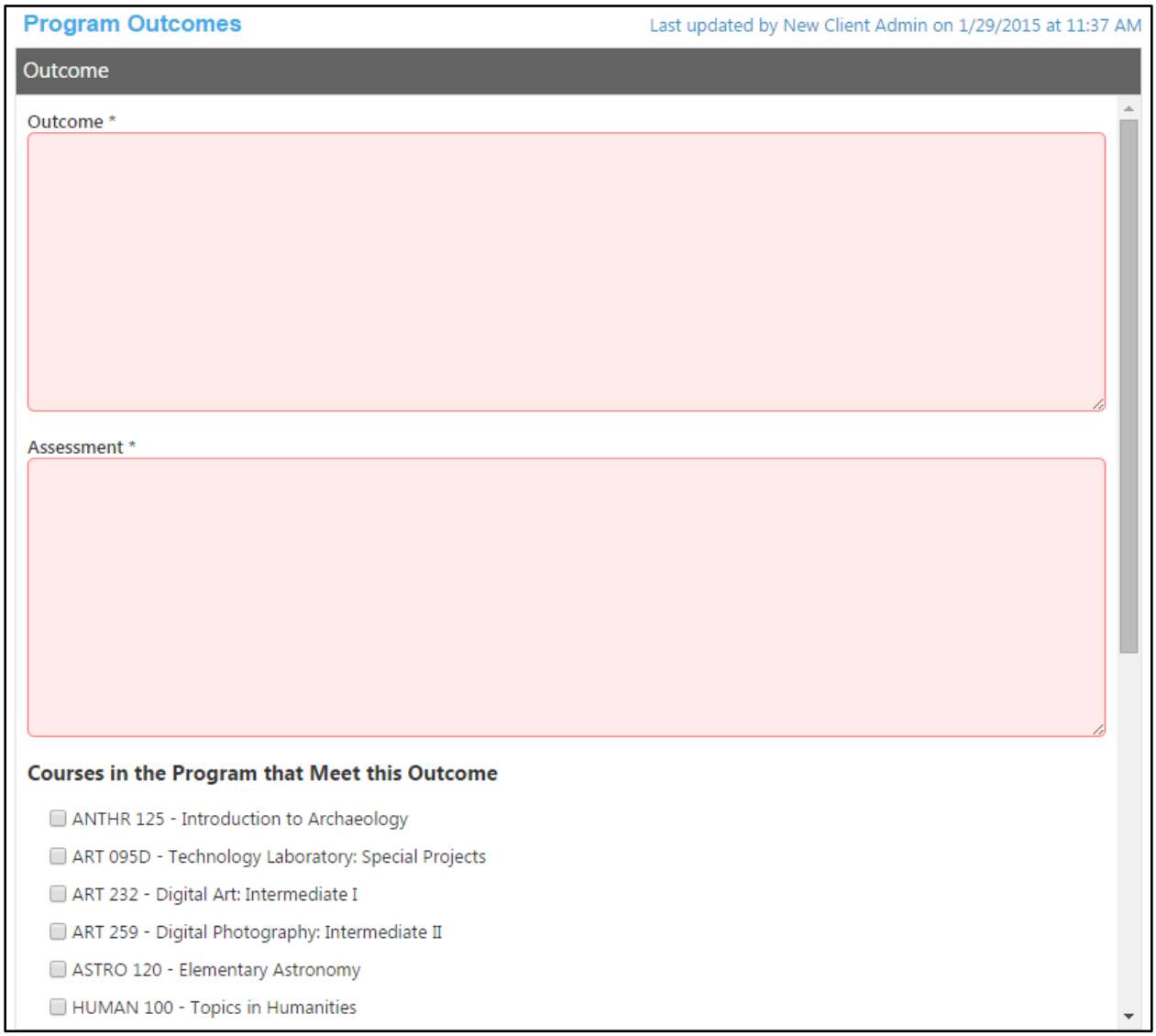

New Program: Example Degree, AS
Status: Draft
Launch
Delete Draft
Cover 3/3
Description 1/1
Need Assessment 6/6
Staffing
Operating Budget
Facilities
Course Block Definitions
Program Outcomes
Attach Files
Codes
Course Block Definitions
Last updated by New Client Admin on 1/29/2015 at 12:21 PM
Course Block Definitions
Show Details
Add New Item
Electives
Header: Take 6-9 units from the following courses
Footer: Must earn a "C" or better in all classes.
Override Default Unit Calculations: true
Unit Min: 6
Unit Max: 9
Program Courses
Edit Program Courses
ART 232 - Digital Art: Intermediate I 1.00 - 4.00 *Active*
Subject: ART - Art
ART 259 - Digital Photography: Intermediate II 2.00 - 4.00 *Active*
Subject: ART - Art
ART 095D - Technology Laboratory: Special Projects 0.50 - 3.00 *Active*
Subject: ART - Art
Exception Identifier: *
Exception: Must be approved by academic adviser
ANTHR 125 - Introduction to Archaeology 3.00 *Active*
Subject: ANTHR - Anthropology
HUMAN 100 - Topics in Humanities 0.50 - 4.00 *Active*
Subject: HUMAN - Humanities
ASTRO 120 - Elementary Astronomy 3.00 *Active*
Subject: ASTRO - Astronomy
Required Courses
Program Courses
Edit Program Courses

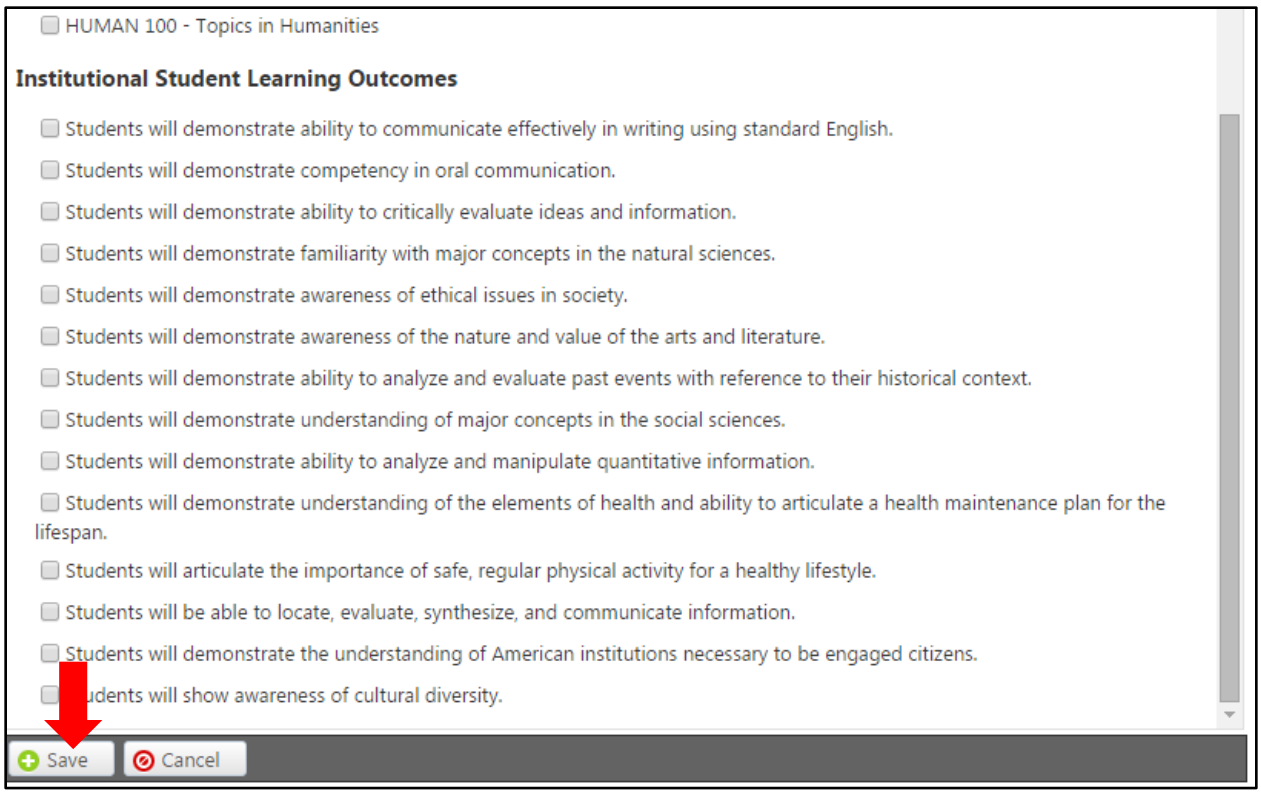
Program Outcomes

In the “Program Outcomes” section, add an outcome by clicking “Add New Item”.

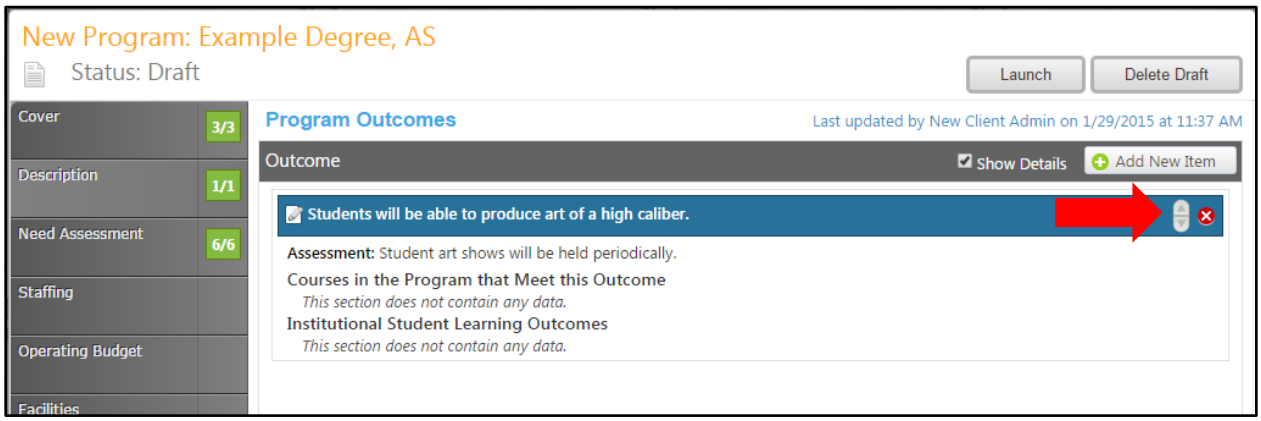


Enter the program outcome in the Outcome text box, and how this outcome will be assessed in the Assessment text box. These are required fields. Select Courses in the Program that Meet this Outcome and Institutional Student Learning Outcomes from the list. You will need to scroll down to view all options. Click “Save” to add this information.


Program Outcomes
Last updated by New Client Admin on 1/29/2015 at 11:37 AM
Outcome
Outcome *
Assessment *
Courses in the Program that Meet this Outcome
ANTHR 125 - Introduction to Archaeology
ART 095D - Technology Laboratory: Special Projects
ART 232 - Digital Art: Intermediate I
ART 259 - Digital Photography: Intermediate II
ASTRO 120 - Elementary Astronomy
HUMAN 100 - Topics in Humanities

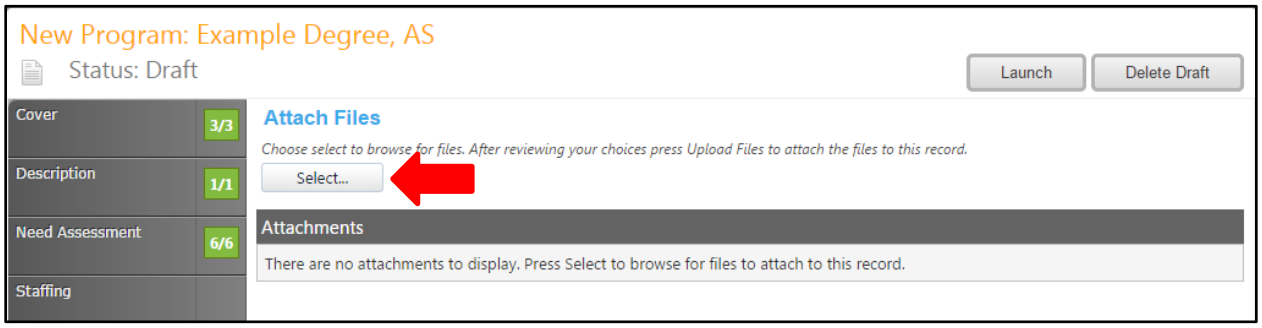

HUMAN 100 - Topics in Humanities
Institutional Student Learning Outcomes
Students will demonstrate ability to communicate effectively in writing using standard English.
Students will demonstrate competency in oral communication.
Students will demonstrate ability to critically evaluate ideas and information.
Students will demonstrate familiarity with major concepts in the natural sciences.
Students will demonstrate awareness of ethical issues in society.
Students will demonstrate awareness of the nature and value of the arts and literature.
Students will demonstrate ability to analyze and evaluate past events with reference to their historical context.
Students will demonstrate understanding of major concepts in the social sciences.
Students will demonstrate ability to analyze and manipulate quantitative information.
Students will demonstrate understanding of the elements of health and ability to articulate a health maintenance plan for the lifespan.
Students will articulate the importance of safe, regular physical activity for a healthy lifestyle.
Students will be able to locate, evaluate, synthesize, and communicate information.
Students will demonstrate the understanding of American institutions necessary to be engaged citizens.
Save
Cancel

You may add as many outcomes as necessary. To edit an outcome, click the blue bar. To reorder outcomes, use the up and down arrows to the right of the blue bar, and to delete an outcome, click the red "x" to the far right. When all outcomes are entered, and you are happy with the order, move to the "Attach Files" section.

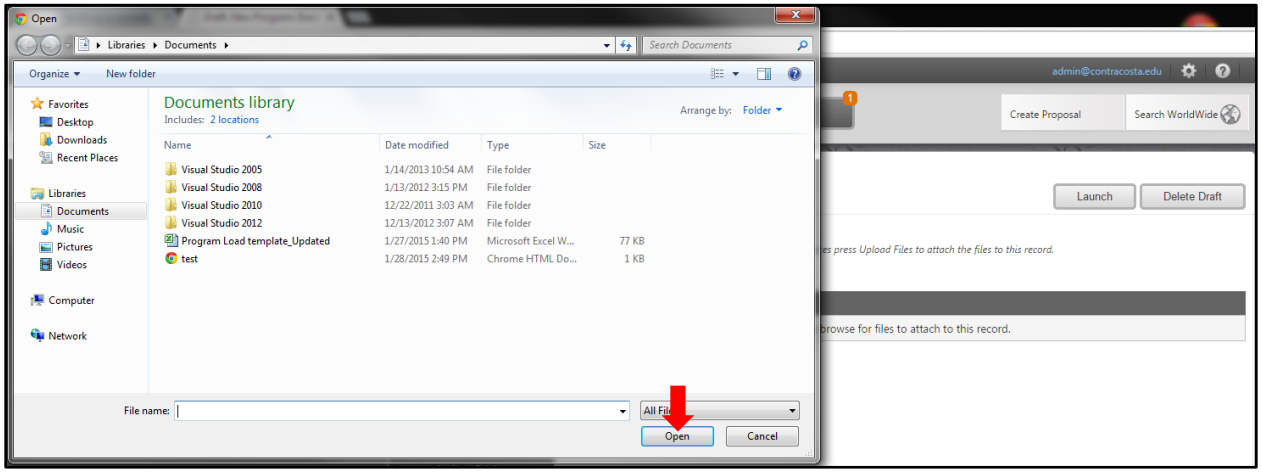

New Program: Example Degree, AS
Status: Draft
Launch
Delete Draft
Cover 3/3
Description 1/1
Need Assessment 6/6
Staffing
Operating Budget
Facilities
Program Outcomes
Last updated by New Client Admin on 1/29/2015 at 11:37 AM
Outcome
Show Details
Add New Item
Students will be able to produce art of a high caliber.
Assessment: Student art shows will be held periodically.
Courses in the Program that Meet this Outcome
This section does not contain any data.
Institutional Student Learning Outcomes
This section does not contain any data.

Attach Files

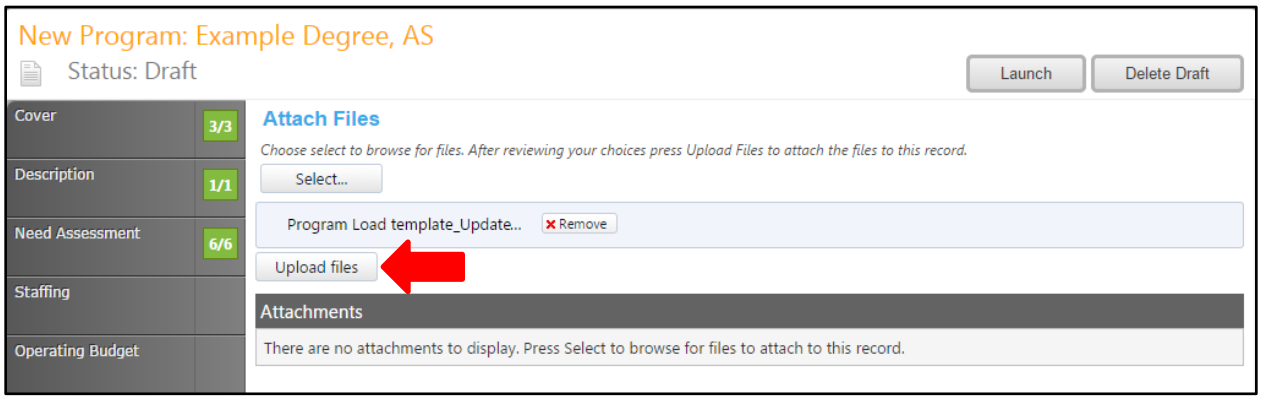
In the “Attached Files” section, add any supporting documents to your proposal. Click “Select” to browse your computer’s files for the necessary documents.



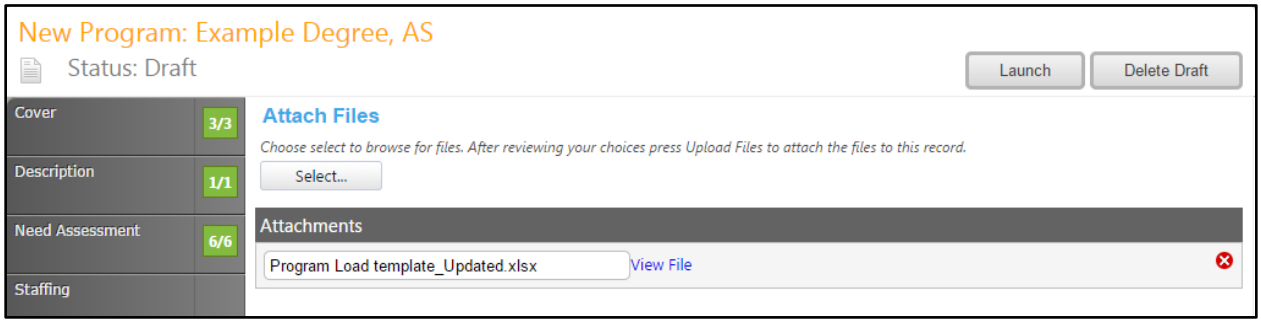
Select the documents you wish to attach, then click “Open”.



Review the files you selected, then click “Upload files”.

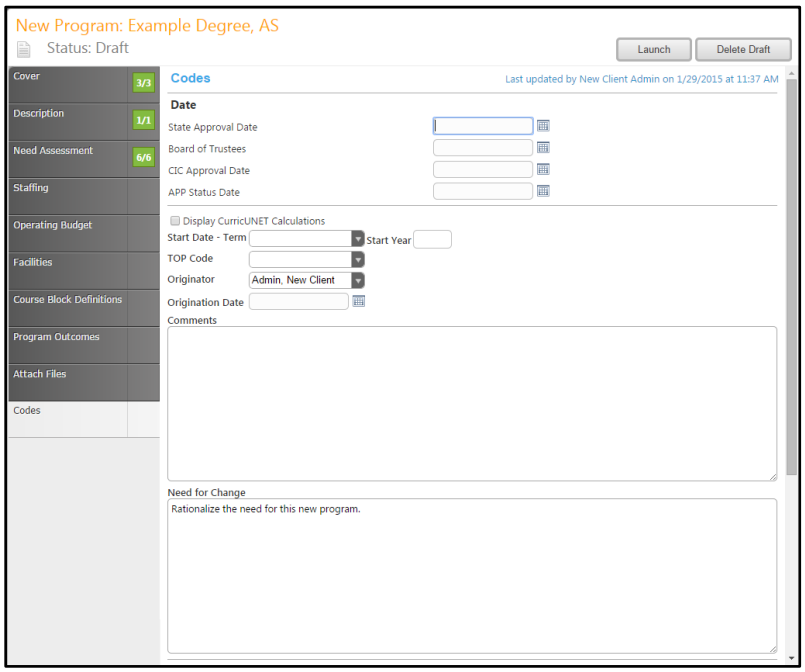


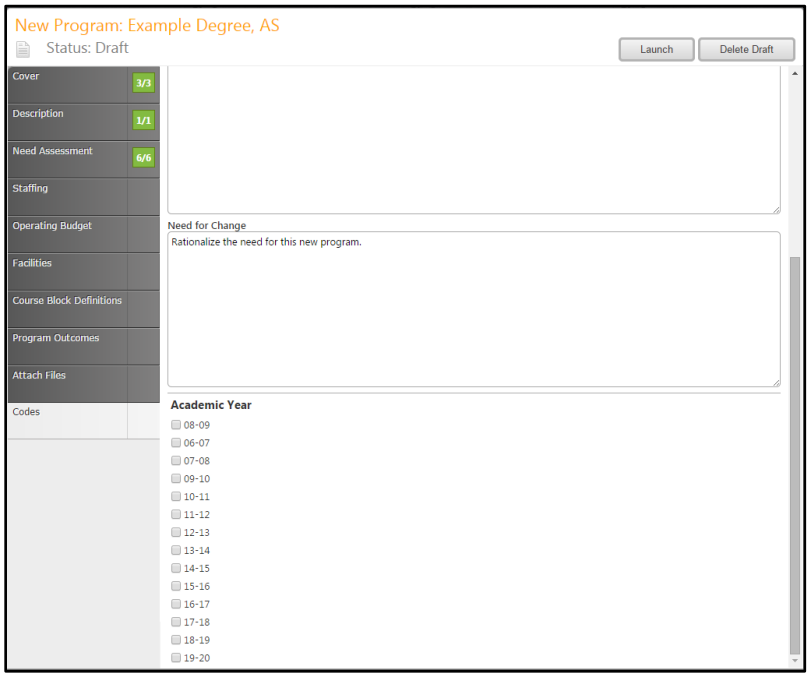
You may rename, view, or delete files from this screen. Next, move to the “Codes“ section.



Codes

The “Codes/Dates” section can only be completed by selecting the appropriate dates and codes.





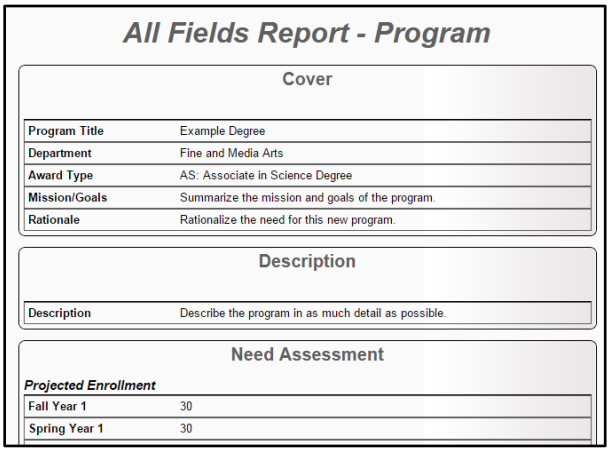
The Codes section is the last section of the proposal. You may wish to review the proposal before moving it into the approval process. You may do this by moving back through the tabs, or by viewing proposal reports.

Program Proposal Reports

To view reports, from any page in the proposal, click the page icon under the program title.

Select the report you wish to view from the dropdown menu. Each report will open in a new tab within your internet browser.

The "All Fields" report includes all fields and information in the proposal.



All Fields Report - Program

Cover

Program Title	Example Degree
Department	Fine and Media Arts
Award Type	AS: Associate in Science Degree
Mission/Goals	Summarize the mission and goals of the program.
Rationale	Rationalize the need for this new program.

Description

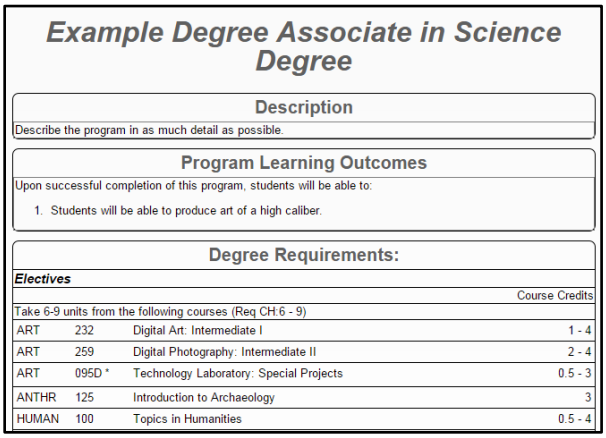
Description	Describe the program in as much detail as possible.

Need Assessment

Projected Enrollment

Fall Year 1	30
Spring Year 1	30

The "Program Summary" summarizes the proposal, focusing on the Description, Program Learning Outcomes, and Degree Requirements.



Example Degree Associate in Science Degree

Description

Describe the program in as much detail as possible.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Students will be able to produce art of a high caliber.

Degree Requirements:

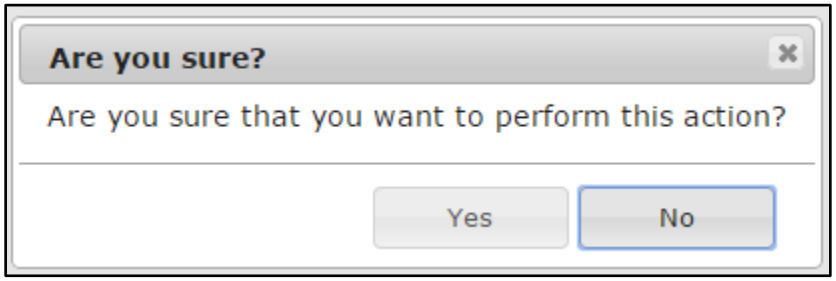
Electives

			Course Credits
Take 6-9 units from the following courses (Req CH:6 - 9)			
ART	232	Digital Art: Intermediate I	1 - 4
ART	259	Digital Photography: Intermediate II	2 - 4
ART	095D *	Technology Laboratory: Special Projects	0.5 - 3
ANTHR	125	Introduction to Archaeology	3
HUMAN	100	Topics in Humanities	0.5 - 4

Program Proposal Launch

To move the proposal into the approval process, click “Launch”. You may also choose “Delete Draft” to remove the proposal from the process.

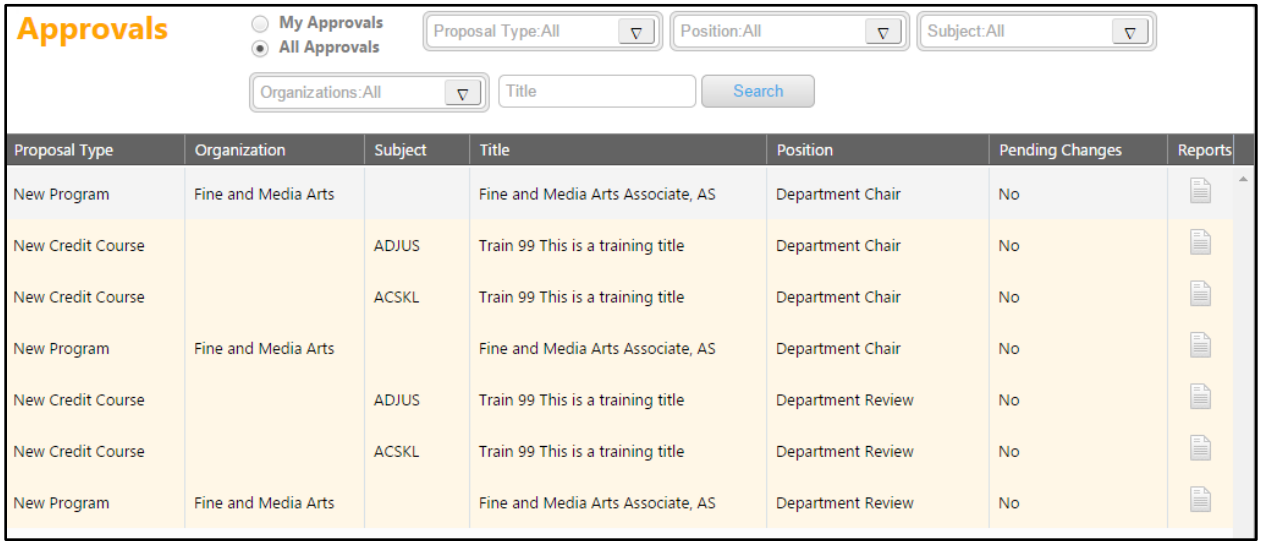
You will be asked to confirm your choice, as both actions are permanent and nonreversible.



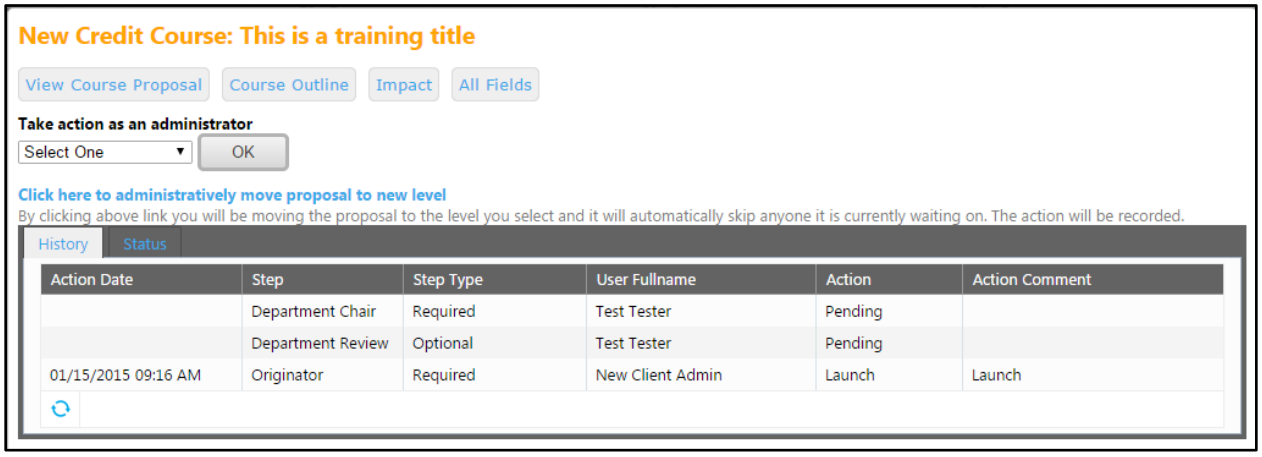
Approvals

To view pending approvals, click the “Approvals” button at the top of the page. If you have any approvals waiting for you, there will be an orange box with a number in it, attached to the “Approvals” button.

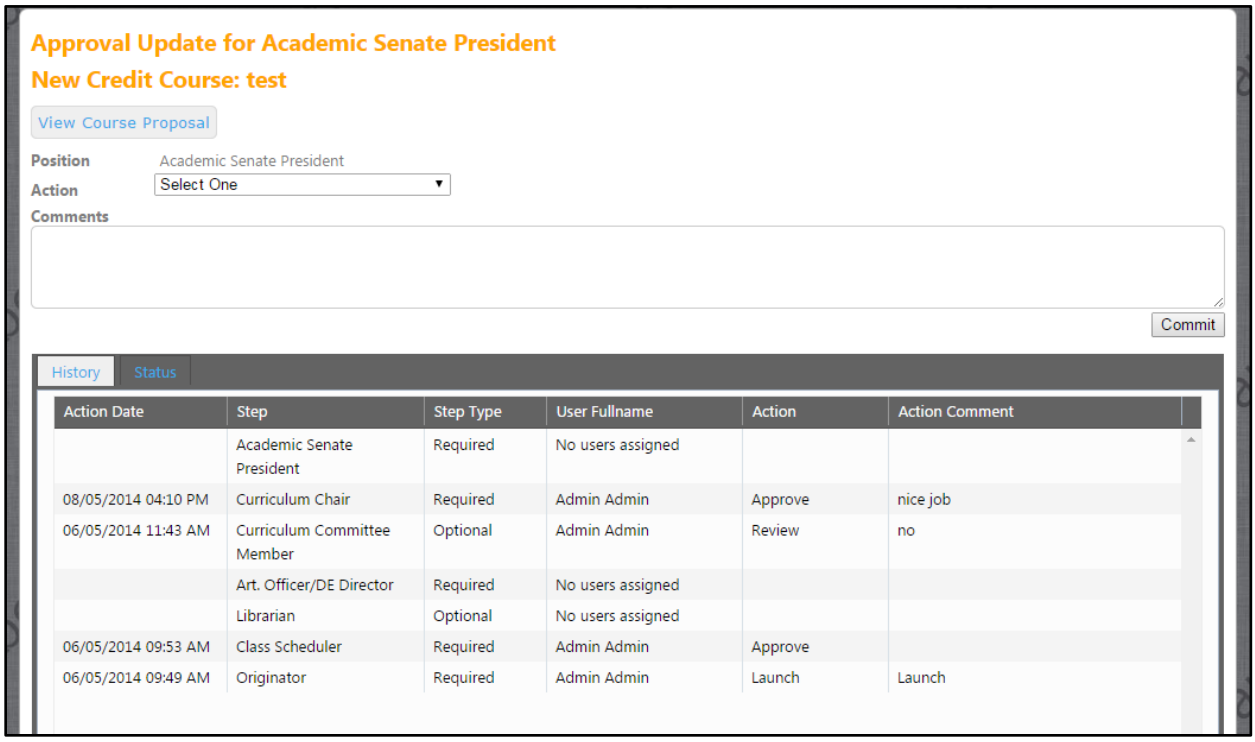
To view a pending approval, click on the proposal. In this example, we will be viewing a New Credit Course, but the process is similar for all proposal types.



Depending on which type of actions your position has you will either see this screen:



Or this screen:



In the top example if you wish to view the course, you can select “View Proposal”. You can also view the proposal status graphically, by clicking “Status”. Use the drop down menu to select the action you wish to take on the proposal, then click “OK”. This will move it to the next part of the approval process.

In the bottom example if you wish to view the course, you can select “View Proposal”. From this screen you will be able to make comments and take an action. You can also view comments made by previous reviewers. To take action click on the drop down menu next to “Action” and select your decision. After you have made your selection and added any desired comments click “Commit”. The proposal will then be sent to the next person in the approval process.